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THE STENOGRAPHIC WORD LIST

FOR

LESSONS BASED ON THE
ISAAC PITMAN SYSTEM
OF PHONIC SHORTHAND

BY

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AND

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OF PUBLIC SCHOOL No. 49, BOROUGH OF MANHATTAN
CITY OF NEW YORK

NEW YORK

ISAAC PITMAN & SONS

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“What I desired and desire was not to teach the world any new art or science, for I know none, but to make more easy for the people at large the mastery of the points of commencement of all arts and sciences; . . . to open the approaches to learning, which are the approaches to humanity.”

PESTALOZZI.

In the educational world of to-day it is generally conceded that the study of Phonics should begin early in childhood. It is also well known that nothing equals this drill in Americanizing the tongue of the children and adults of other nationalities; for by this Phonic drill the ear is rendered acute to detect the elementary sounds of words, while the organs of speech become flexible and produce these sounds correctly.

The lack of this early Phonic drill is the chief difficulty which confronts the beginner in Stenography.



TELEPHONE, 9771 GRAMERCY.

ISAAC PITMAN & SONS,

SHORTHAND & EDUCATIONAL PUBLISHERS,

31 Union Square West,

NEW YORK, May 13, 1904.

Misses Sarah F. Buckelew and Margaret W. Lewis,

Public School No. 49,

237 E. 37th St., New York City.

We have examined with care the shorthand contained in the "STENOGRAPHIC WORD LIST" given as a key to the correct pronunciation, and find that it is in accordance with the twentieth century edition of the Isaac Pitman "Shorthand Instructor," as used in the Public Schools of New York.

Wishing you every success, we are,

Yours very truly,

(F)

ISAAC PITMAN & SONS.

C. A. Pitman

INTRODUCTION.

The following exercises have been prepared to aid students in Shorthand to spell and write according to sound. The words have been carefully selected from Buckelew and Lewis' "Phonic Word List," and include the choicest and most frequently used monosyllables of the English Language.

The Shorthand Characters are from the pen of Dr. William Hope, President of the Harlem Commercial Institute, New York; of the Eastern Commercial Teachers' Association, and Dean of the National Association of Isaac Pitman Shorthand Teachers.

He is a long acknowledged authority on Stenography, well known as a successful practitioner and instructor of Shorthand and all branches of a complete business education.

Dr. Hope was a highly valued co-laborer with Sir Isaac Pitman, and he is the only person in the United States who holds a personal certificate granted by that honored author of "The Isaac Pitman System of Shorthand." This system, unequalled for brevity, legibility and a wide range of literature printed in Shorthand, is the standard upon which is based these lessons for all students who desire to obtain a thorough knowledge of Phonetic Shorthand.

INTRODUCTION.

Such students will surely form the habit of consulting a good dictionary, and strive to become thoroughly familiar with accepted standards of correct pronunciation. As writers of shorthand, they should likewise be well acquainted with "Pitman's Shorthand Dictionary."

The last edition of this invaluable book contains outlines for more than sixty thousand words and five thousand proper names. These outlines are recommended for general adoption, as the most facile that appear practicable. They conform fully to the rules and teachings of the "Isaac Pitman Shorthand Instructor," the popular text-book of the system adopted for the public schools of Greater New York and other large cities.

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SHORTHAND, STENOGRAPHY, PHONOGRAPHY, PHONETICS OR PHONICS, PHONETIC SHORTHAND.

SHORTHAND is the English word for any system of writing that enables us to put down words by fewer muscular movements than are necessary to write the same in ordinary script or longhand.

STENOGRAPHY—from Greek *steno*, short, narrow—and *graphy*, writing—is any system which uses arbitrary signs or symbols.

PHONOGRAPHY. Any system which uses signs (generally brief) for the consonants and vowels, each character representing a sound. This term was used by Isaac Pitman to describe the system of which he was the inventor. In this system strokes and curves represent the consonants, dots and dashes the vowels.

PHONETICS OR PHONICS—from the Greek *phone*, sound—, spelling by sound. We speak of the science of Phonetics and the art of Phonography.

This book is intended to teach *Phonetic Shorthand*. For this purpose *the word, its phonic form, and its shorthand characters* are given to make the learner familiar with the method of spelling and writing by sound.

DIRECTIONS

FOR WRITING SHORTHAND

The beginner should always use a pen and ruled paper in writing exercises, and in all practice work. The experienced writer may use either pen or pencil.

The pen should be held as for longhand; the elbow should be bent outward, so that the shorthand stroke for *B* may be written with ease. The forearm, not the wrist, should rest on the desk or book.

To write accurately and neatly, should be the first aim, so that what has been written may be easily read by the writer and others. This accomplished, the student may practice for speed.

Each principle should be thoroughly mastered before undertaking new work. "Make haste slowly" is a good motto to observe. Practicing a half hour every day will give better results than practicing a half day once a week.

"No such word as fail," and "Patience and perseverance overcome all difficulties," are two excellent mottoes for all who are educating the eye, ear, hand and brain, and becoming acquainted with the English language, by the study of Stenography.

CONSONANTS.

The first sixteen of the consonants are in pairs, a light and a heavy stroke, to represent a light and a heavy sound; p, b; t, d.

The learner must pronounce the phonetic name of the shorthand letters as it is written; *ch*, is *chay*, not *see-aitch*. In reading, the sound, not the name of the letter, should be given.

HOW WRITTEN

Consonant strokes should be about one-sixth of an inch in length.

Horizontal letters are written from left to right on the line. Perpendicular letters are written downward, resting on the line. Sloping letters are written downward to the line, except *Lay*, *Ray*, *Way*, *Yea*, and *Hay*. These five letters are written with an up-stroke.

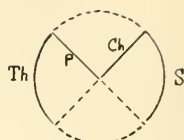
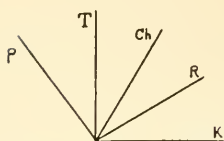
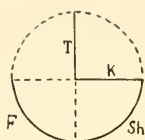
All downward letters are written at an angle of forty-five degrees, except *ch*, *j*, and downward *h*, which are written at an angle of sixty degrees. Upward *r*, *w*, and *y* are written at an angle of thirty degrees.

The letter *l*, when standing alone, is written upward, and *sh*, when alone, is written downward.

Care should be taken in forming the curved thick letters when standing alone. They should be thick in the middle and taper at the ends, except when joined to a thick letter, as *v* to *g* in *vague*.

Note that stroke *s* is the curve on the right side of small script letter *s*. *L* and *r* form the left and right sides of an arch.

CONSONANTS



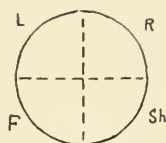
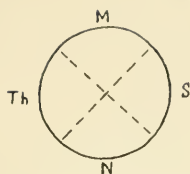
STRAIGHT STROKES

<u>Name</u>	<u>Sign</u>	<u>For</u>	<u>As in</u>	
Pee		P	nip	pen
Bee		B	nib	bin
Tee		T	knit	tin
Dec		D	bed	din
Chay		CH	each	chin
Jay		J	edge	jay
Kay		K	lake	key
Gay		G	bag	gay

SLOPING AND UPRIGHT CURVES

<u>Name</u>	<u>Sign</u>	<u>For</u>	<u>As in</u>	
Ef		F	safe	fix
Vee		V	save	vex
Ith		TH	both	thin
Thee		TH	with	then
Es		S	hiss	seal
Zee		Z	his	zeal
Ish		SH	dish	she
Zhee		ZH	azure	vision

CONSONANTS



HORIZONTAL CURVES, ETC.

<u>Name</u>	<u>Sign</u>	<u>For</u>	<u>As in</u>	
Em		M	seem	mate
En		N	seen	note
Ing		NG	long	anger
Lay		L	fall	life
Ar, Ray		R	far	rate
Way		W	away	wade
Yay		Y	ayah	yell
Hay, Aitch		H	hack	head

ADDITIONAL CONSONANT SIGNS

<u>Name</u>	<u>Sign</u>	<u>For</u>	<u>As in</u>	
Kway		KW	queen	equip
Guay		GW	guava	gwan
Wel		WL	wail	wool
Whel		WHL	whale	while
Ler		LR	ruler	paler
Rer		RR	parer	darer
Emp, Emb		MP, MB	tramp	ambush
Whay		WH	where	whisk

JOINED CONSONANTS.

The pen should not be lifted when joining consonants. The second stroke begins where the first ends, and so on.

Consonants, except *l*, and *sh*, when joined are written in the same direction as when standing alone—down strokes downward, and up strokes upward; horizontal strokes from left to right.

L and *sh* when joined to other consonants may be written upward or downward.

Ch is written downward, *r* is written upward. When these letters stand alone *ch* slants from the perpendicular, *r*, from the horizontal. When they are joined to other letters they are distinguished by the direction of the stroke. The amount of sloping is of little consequence.

1. The first of two descending strokes should rest on the line; *bt*, *t-ch*, *ft*, *ch-p*, *p-th*, *ptk*, *jdk*.




















































































2. When a straight stroke is doubled there should be no break between the two letters; *pp*, *bb*, *ch-ch*, *td*, *dt*, *j-ch*, *kk*, *gg*.

3. The first of two ascending letters begins on the line; *wk*, *ll*, *lr*, *rl*, *wr*, *yr*, *hr*, *lp*, *ylp*.

4. A horizontal letter followed by a descending stroke is written above the line, so that the down stroke may rest on the line; *kp*, *kd*, *kj*, *kf*, *nd*, *m-sh*, *m-th*, *ns*, *n-sh*.

5. A horizontal stroke followed by an ascending stroke is written on the line; *mr*, *ml*, *kl*, *kr*, *kw*, *nr*, *nlj*, *mlr*.

EXERCISES

- | | | | | | | |
|--|---|---|---|---|---|---|
| 1. bd | tp | ft | ch-p | p-th | ptk | jdk |
|  |  |  |  |  |  |  |
| 2. pp | bb | kk | td | dt | gg | ch-ch |
|  |  |  |  |  |  |  |
| 3. lp | lr | wr | wk | yr | ll | ylp |
|  |  |  |  |  |  |  |
| 4. kt | gp | k-ch | m-ch | ns | nd | n-sh |
|  |  |  |  |  |  |  |
| 5. kl | kr | ml | kw | nrj | | mlt |
|  |  |  |  |  | |  |
| 6. mm | sh-sh | ll | ss | rr | ff | nn |
|  |  |  |  |  |  |  |
| 7. lm | lm | lk | lk | l-ng | ln | tl |
|  |  |  |  |  |  |  |
| 8. pl | ld | lf | fl | fl | dl | nl |
|  |  |  |  |  |  |  |
| 9. sh-m | sh-f | sh-l | l-sh | sh-th | sh-d | sh-r |
|  |  |  |  |  |  |  |
| 10. rb | rg | r-th | rw | r-ch | rm | rd |
|  |  |  |  |  |  |  |
| 11. rb | rg | rv | rl | rp | rm | rn |
|  |  |  |  |  |  |  |
| 12. tr | tr | pr | lr | lr | kr | kr |
|  |  |  |  |  |  |  |

THE LONG VOWELS.

There are six simple long vowels in the English language as heard in the words, alms, ate, eve, all, ode, ooze. The order in which they are placed will be recalled by the words: "Pa, may we all go too?"

The first three long vowels are represented by a heavy dot, placed at the beginning, middle or end of a consonant. The last three are indicated by a heavy dash in the same three positions.

Each vowel has its own place, at the beginning, middle or end of a consonant stroke. Those placed at the beginning are named *first-place* vowels; at the middle, *second-place* vowels; at the end, *third-place* vowels.

The beginning of the consonant is always the position of a first-place vowel, whether the consonant be written upward or downward.

The dots and dashes representing vowels must not touch the consonant strokes. A dash-vowel may be written at any angle that is distinct, but usually at a right angle.

HOW READ.

A vowel placed on the left of a perpendicular or sloping consonant, or above a horizontal consonant should always be read first. A vowel placed on the right of a perpendicular or sloping consonant, or after a horizontal consonant should be read last.

THE SHORT VOWELS.

There are six short vowels, represented by dots and dashes similar to these used by the long vowels but made light. They are named: *at, et, it, ot, ut, oot*. Their order may be remembered by the words: "That pen is not much good."

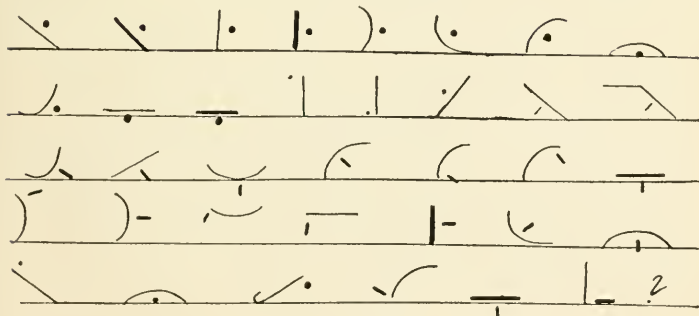
TABLE OF VOWELS

DESCRIPTION

<u>Name</u>	<u>Sign</u>	<u>Long Vowels</u>	<u>For</u>	<u>As in</u>
Ah	•	First place heavy dot.	a	Pa
Eh	•	Second place heavy dot.	a	may
Ee	•	Third place heavy dot.	e	we
Aw	-	First place heavy dash.	a	all
Oh	-	Second place heavy dash.	o	go
Oo	-	Third place heavy dash.	o	too

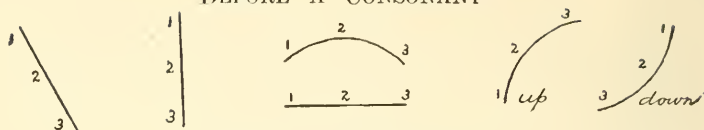
Short Vowels

At	•	First place light dot.	a	That
Et	•	Second place light dot.	e	pen
It	•	Third place light dot.	i	is
Ot	-	First place light dash.	o	not
Ut	-	Second place light dash.	u	much
Oot	-	Third place light dash.	u	good

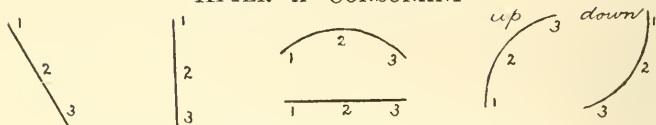


POSITION OF VOWELS

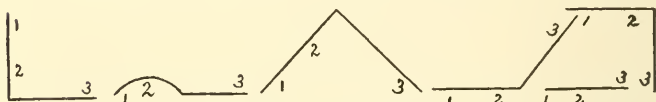
BEFORE A CONSONANT



AFTER A CONSONANT



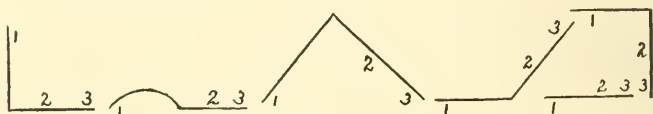
VOWELS BETWEEN TWO CONSONANTS



LONG VOWELS

First place and second place long vowels are written after the first consonant.

Third place long vowels are written before the second consonant.



SHORT VOWELS

First place and third place short vowels take the same position as first and third place long vowels.

Second place short vowels are written before the second consonant.

RULE FOR TWO VOWELS.

When two single vowels, or a single vowel and a diphthong, come between two stroke consonants, place each, if possible, against the consonant to which it belongs, as in such words as *Louisa*, *diary*, *suet*.

POSITION OF WORDS

Words are written above, on, or through the line, according as they have a first, second, or third place vowel. See the Shorthand Letter on page 57.

SUGGESTIVE QUESTIONS.

What is meant by Shorthand? Stenography? Phonography? Phonetics, or Phonics?

How are consonants represented in Shorthand? How are the horizontal letters written? The perpendicular letters? The sloping letters?

Which letters are always written with an upstroke? Which are sometimes written with an upstroke? At what angle are the downstrokes written? The upstrokes? How are *l* and *sh* written when standing alone? How are upward *r* and *ch* distinguished from each other?

Give the rule for joining consonant letters. In what direction should they be written? How may *l* and *sh* be written when joined to other consonants? Give the rule for joining two descending strokes; two ascending strokes. Give the rule for writing a horizontal stroke, followed by a descending stroke; for writing a horizontal, followed by an ascending stroke.

NOTE. In the following pages, space can not be afforded for questions; the earnest student will find it profitable to supply this necessary omission.

DIPHTHONGS.

Small acute angles are used to represent the diphthongs or double vowels heard in the words *ice*, *owl* and *boy*; a very small semicircle stands for *u* in *due*; and a very small right angle for the triphthong *wi* in *wide*.

The signs for *i*, *ow*, and *wi* are written in the first, second or third place, as may be most convenient.

The sign for *oi* is always written in the first place; and the sign for *u* in the third place.

I and *wi* at the beginning of words should be joined to the first consonant, whenever convenient; as in *ice*, *ivy*, *idle*; *wife*, *white*.

Ow and *oi* may be joined initially to upward *l*; *owl*, *oil*.

Ow and the diphthong *u* may be joined finally to a downstroke; *bough*, *few*.

After the consonant *n* the diphthong *u* may be joined as in *new*; the diphthong *ow*, as in *now*; and the diphthong *i* as in *nigh*.

Diphthong *i* must not be confused with the short or second sound of *i*; diphthong *u* with the short sound of *u*; *ou* and *ow* with the sound of *o*.





UPWARD AND DOWNWARD *L* AND *R*.

L. Initial *L* is generally written upward; *lame*, *live*. Final *L* is generally written upward; *folly*, *fully*.


R. Initial *R* is generally written downward when preceded by a vowel, and upward when followed by a vowel; *rail*, *rang*, *read*; *oar*, *arm*, *early*.

Final *R* is written downward when it is the final sound, and upward when it is followed by a vowel; *jeer*, *jury*; *car*, *carry*; *tare*, *tarry*.


































DIPHTHONGS








Name	Sign	Description	For	As in
Ei		The V-like angle.	i	ice
Ow		The A-like angle.	ow	cow
Oi		The first-place angle.	oi, oy	boy
Iu		The third-place curve.	u	you








TRIPHTHONG








Wi		The right angle.	wi	wife
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





EXAMPLES








tie  isle   time   owl  out  cow   boy  foil 	mew  cure  wife   wide   ivy   new   now   nigh  	bite  bit  tube  tub  rout  rote  sow  sow 
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SOUNDS OF A

FIRST SOUND

Long *a* as in *mate*, marked \bar{a}

ai in sail	ay in may	ei in feign
au in gauge	ea in great	ey in they

SECOND SOUND

Short *a* as in *at*, marked \check{a}

ai in plaid	ua in guaranty
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THIRD SOUND

Flat or Italian *a* as in *arm*, marked \grave{a}

au in daunt	ua in guard	ea in heart
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FOURTH SOUND

Broad or German *a* as in *all*, marked $\grave{\grave{a}}$

au in cause	eo in George	o in horn
aw in paw	oa in broad	ou in sought

FIFTH SOUND

a as in *ask*, marked \acute{a}

staff	pass	task	chant
graft	last	gasp	lance

SIXTH SOUND

a before *r* as in *care*, marked \hat{a}

ai in hair	ei in their
ea in bear	e in where

















































WORDS HAVING THE FIRST SOUND OF A

Second place heavy dot

bay	ba	↘	laid	lad	↗
bey	ba	↘	paid	pad	↘ ↗
day	da	┆	raid	rad	↘ ↗
fay	fa	↪	wade	wad	↗
gay	ga	—	weighed	wad	↗
hay	ha	↗	shade	shad	↘ ↗
jay	ja	↘	vague	vag	↘ ↗
lay	la	↗	age	aj	↘
may	ma	↪	gage	gaj	↗
nay	na	↪	gauge	gaj	↗
neigh	na	↪	cage	kaj	↗
nee	na	↪	page	paj	↘ ↗
pay	pa	↘	rage	raj	↘ ↗
ray	ra	↘	wage	waj	↘ ↗
re	ra	↘	ache	ak	—
say	sa)	bake	bak	↘
way	wa	↘	cake	kak	—
weigh	wa	↘	lake	lak	↘
yea	ya	↘	make	mak	↪
they	tha	↪	rake	rak	↘ ↗
babe	bab	↘	take	tak	┆
aid	ad	┆	shake	shak	↘
fade	fad	↘ ↗	ail	al	↘
lade	lad	↘ ↗	ale	al	↘

















































WORDS HAVING THE FIRST SOUND OF A

Second place heavy dot

✓ bail bal		ape ap	
bale bal		cape kap	
dale dal		nape nap	
fail fal		tape tap	
gale gal		shape shap	
jail jal		ace as	
male mal		ate at	
mail mal		eight at	
naïl nal		bate bat	
pail pal		bait bat	
pale pal		gate gat	
rail ral		gait gat	
tail tal		rate rat	
tale tal		lave lav	
vail val		nave nav	
vale val		knave nav	
veil val		shave shav	
aim am		aitch ach	
game gam		faith fath	
came kam		bathe bath	
lame lam		lathe lath	
maim mam		eighth atth	
name nam		range ranj	
tame tam		change chanj	

WORDS HAVING THE SECOND SOUND OF A

First place light dot

dab	dab		lack	lak	
gab	gab		pack	pak	
jab	jab		rack	rak	
cab	kab		wrack	rak	
Rab	Rab		tack	tak	
tab	tab		yak	yak	
chab	chab		shall	shal	
add	ad		am	am	
fad	fad		dam	dam	
lad	lad		damn	dam	
pad	pad		jam	jam	
shad	shad		jamb	jam	
bag	bag		lamb	lam	
fag	fag		ram	ram	
gag	gag		yam	yam	
jag	jag		sham	sham	
lag	lag		an	an	
nag	nag		Ann	an	
rag	rag		gap	gap	
tag	tag		cap	kap	
badge	baj		lap	lap	
fadge	faj		map	map	
Madge	Maj		nap	nap	
back	bak		pap	pap	

WORDS HAVING THE SECOND SOUND OF A

First place light dot

rap rap		hash hash	
wrap rap		cash kash	
tap tap		lash lash	
chap chap		mash mash	
at at		gnash nash	
bat bat		rash rash	
rat rat		bang bang	
vat vat		fang fang	
batch batch		gang gang	
hatch hatch		hang hang	
catch catch		pang pang	
latch latch		bank bangk	
match mach		rank rangk	
patch pach		tank tangk	
ash ash		shank shangk	
dash dash		thank thangk	
gash gash		tack tak	

Stenographers place all words, having the sound of a in ask, under the second or short sound of a, as in the following words:

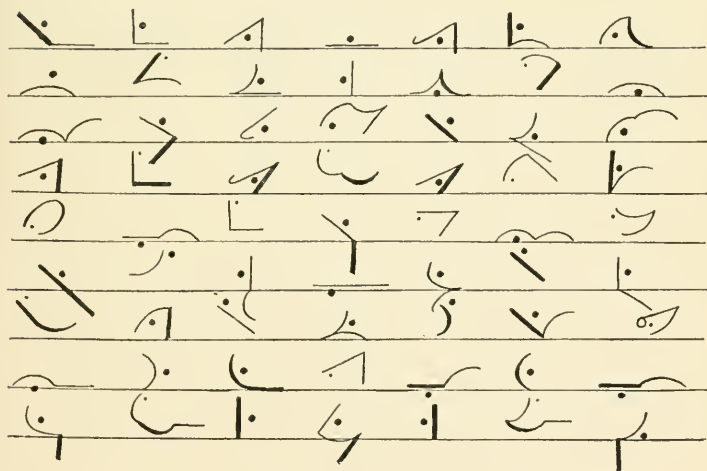
cache kash		ask ask	
bath bath		asp asp	
lath lath		ranch ranch	

WORDS HAVING THE THIRD SOUND OF A

First place heavy dot

baa ba		shah sha	
bah ba		laugh laf	
fa fa		aam am	
la la		balm bam	
ma ma		calm kam	
pa pa		palm pam	
za za		launch lanch	

This flat or Italian *a*, when followed by *r*, is represented by the first place light dot, instead of the first place heavy dot. See pages 29 and 30 for examples of "Vowels before R."
















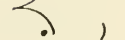













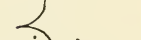

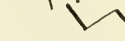

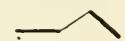











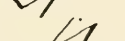




WORDS HAVING THE FOURTH SOUND OF A

First place heavy dash

daw da	┌	all al	or
haw ha	9-	awl al	or
jaw ja	/	ball bal	or
caw ka	┌	bawl bal	or
law la	┌	fall fal	or
maw ma	┌	gall gal	or
gnaw na	┌	Gaul Gal	or
paw pa	┌	call kal	or
raw ra	┌	caul kal	or
saw sa	┌	mall mal	or
taw ta	┌	maul mal	or
yaw ya	┌	Paul Pal	or
chaw cha	┌	pall pal	or
shaw sha	┌	tall tal	or
pshaw sha	┌	yawl yal	or
thaw tha	┌	shawl shal	or
daub dab	┌	gaum gam	or
auk ak	┌	malm mam	or
balk bak	┌	shawm sham	or
gawk gak	┌	awn an	or
hawk hak	┌	aught at	or
calk kak	┌	ought at	or
talk tak	┌	bought bat	or
chalk chak	┌	ghaut gat	or

VOWELS BEFORE R

air	ar		car	kar	
ere	ar		mar	mar	
heir	ar		knar	nar	
bare	bar		par	par	
bear	bar		tar	tar	
dare	dar		char	char	
fare	far		shear	sher	
fair	far		sheer	sher	
hare	har		burr	ber	
hair	har		cur	ker	
lair	lar		myrrh	mer	
mare	mar		pure	pur	
pare	par		were	wer	
pair	par		shirr	sher	
pear	par		barb	barb	
rare	rar		garb	garb	
tare	tar		orb	arb	
tear	tar		herb	herb	
wear	war		curb	kerb	
ware	war		burg	berg	
share	shar		barge	barj	
bar	bar		charge	charj	
far	far		gorge	garj	
jar	jar		urge	erj	

VOWELS BEFORE R

purge	perj			hurl	herl	
verge	verj			twirl	twerl	
ark	ark			arm	arm	
arc	ark			farm	farm	
bark	bark			form	farm	
barque	bark			firm	ferm	
lark	lark			harp	harp	
mark	mark			arch	arch	
marque	mark			larch	larch	
park	park			march	march	
kirk	kerk			pareh	pareh	
lurk	lerk			torch	tarch	
clerk	klerk			lurch	lurch	
cork	kark			march	march	
fork	fark			marsh	marsh	

SOUNDS OF E

FIRST SOUND

Long *e* as in *me*, marked \bar{e}

ea in weak	ey in key
ei in seize	i in pique
eo in people	ie in brief

SECOND SOUND

Short *e* as in *met*, marked \check{e}

a in any	eo in leopard
ai in said	ie in friend
ay in says	ue in guess
ea in dead	u in bury
ei in heifer	

THIRD SOUND

e before *r* as in *her*, marked \tilde{e}

e in ever	i in bird
e in fern	i in sir

WORDS HAVING THE FIRST SOUND OF E

Third place heavy dot

be	be	\.	thee	the	(.
bee	be	\.	feed	fed	.)
Dee	De	.	heed	hed	.)
fee	fe	(.	lead	led	.)
he	he	9. or 1	read	red	.)
gee	je	/.	reed	red	.)
key	ke	—.	weed	wed	.)
quay	ke	—.	leaf	lef	.)
lee	le	(.)	lief	lef	.)
lea	le	(.)	meal	mel	.)
me	me	(.)	sheaf	shef	.)
mi	me	(.)	thief	thef	.)
knee	ne	(.)	league	leg	.)
pea	pe	\.	liege	lej	.)
sea	se).	tige	tej	.)
see	se).	eke	ek	.)
si	se).	beak	bek	.)
tea	te	.	leak	lek	.)
tee	te	.	leek	lek	.)
we	we	✓.	meek	mek	.)
wee	we	✓.	peak	pek	.)
ye	ye	✓.	peek	pek	.)
she	she	.)	pique	pek	.)
the	the	(. or .	reek	rek	.)







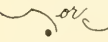









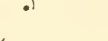



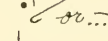

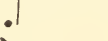





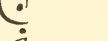





WORDS HAVING THE FIRST SOUND OF E

Third place heavy dot

wreak	rek		ream	rem	
teak	tek		reim	rem	
cheek	chek		teem	tem	
sheik	shek		team	tem	
eel	el		theme	them	
beal	bel		e'en	en	
deal	del		deep	dep	
feel	fel		heap	hep	
keel	kel		keep	kep	
leal	lél		leap	lep	
meal	mel		neap	nep	
kneel	nel		peep	pep	
peal	pel		reap	rep	
peel	pel		weep	wep	
reel	rel		cheap	chep	
teal	tel		sheep	shep	
teil	tel		ear	er	
teel	tel		ere	er	
veal	vel		beer	ber	
zeal	zel		bier	ber	
beam	bem		deer	der	
deem	dem		dear	der	
deme	dem		fear	fer	
leam	lem		gear	ger	




























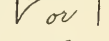











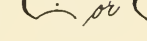








WORDS HAVING THE FIRST SOUND OF E

Third place heavy dot

jeer	jer		ease	ez	
leer	ler		each	ech	
mere	mer		beech	bech	
near	ner		beach	bech	
peer	per		leech	lech	
pier	per		leach	lech	
rear	rer		peach	pech	
tear	ter		reach	rech	
tier	ter		teach	tech	
veer	ver		leash	lesh	
year	yer		heath	heth	
eat	et		teeth	teth	
beet	bet		sheath	sheth	
beat	bet		wreathe	reth	
eve	ev		teethe	teth	
leave	lev		sheathe	sheth	
thieve	thev		shield	sheld	

WORDS HAVING THE SECOND SOUND OF E

Second place light dot

ebb eb		peck pek	
web web		reck rek	
fed fed		wreck rek	
head hed		tek tek	
lead led		check chek	
led led		cheque chek	
red red		ell el	
read red		dell del	
wed wed		bell bel	
shed shed		belle bel	
feoff fef		fell fel	
egg eg		knell nel	
beg beg		pell pel	
keg keg		tell tel	
leg leg		yell yel	
peg peg		shell shel	
edge ej		dwell dwel	
hedge hej		em em	
kedje kej		gem jem	
ledge lej		them them	
tedge tej		en en	
wedge wej		hep hep	
deck dek		nep nep	
neck nek		rep rep	

WORDS HAVING THE SECOND SOUND OF E

Second place light dot

bet bet		tenth tenth	
debt det		length length	
get get		elf elf	
jet jet		delf delf	
etch ech		pelf pelf	
fetch fech		shelf shelf	
wretch rech		elk elk	
bench bench		elm elm	
wrench reuch		helm helm	
mesh mesh		elve elv	
death deth		delve delv	
depth depth		shelve shelv	

Lexicographers distinguish the THIRD SOUND OF E as heard in verb from the SECOND or Short sound in bread.

Stenographers claim that this difference is not a modification of the sound of E, but is the sound of r heard in all words in which E is followed by that letter.

err er		earth erth	
fir fer		dearth derth	
per per		berth berth	
erg erg		birth berth	
earl erl		girth gerth	
perch perch		nirth merth	

SOUNDS OF I

FIRST SOUND

Long *i* as in *ice*, marked ī

ai in aisle	oi in choir
ay in aye	ui in guide
ei in height	uy in buy
eye in eye	y in my
ie in pie	ye in rye

SECOND SOUND

Short *i* as in *it*, marked ĭ

a in village	o in women
ai in captain	oi in tortoise
e in English	u in busy
ee in been	ui in build
ie in sieve	y in hymn

WORDS HAVING THE FIRST SOUND OF I
Diphthong I

by	bi		ride	rid	
bye	bi		tide	tid	
buy	bi		chide	chid	
dye	di		fife	fif	
die	di		life	lif	
fie	fi		knife	nif	
hie	hi		dike	dik	
high	hi		like	lik	
lie	li		pike	pik	
lye	li		isle	il	
my	mi		aisle	il	
nigh	ni		guile	gil	
pie	pi		chyle	kil	
rye	ri		mile	mil	
wry	ri		Nile	Nil	
sigh	si		pile	pil	
tie	ti		tile	til	
vie	vi		vile	vil	
shy	shi		dime	dim	
thigh	thi		chyme	kim	
thy	thi		lime	lim	
gibe	jib		rime	rim	
eyed	id		rhyme	rim	
hide	hid		time	tim	

WORDS HAVING THE FIRST SOUND OF I

Diphthong I

thyme	tim		wire	wir	
chime	chim		shire	shir	
pipe	pip		ice	is	
ripe	rip		eyes	iz	
type	tip		bite	bit	
wipe	wip		bight	bit	
ire	ir		rite	rit	
dire	dir		right	rit	
fire	fir		write	rit	
gyre	jir		wright	rit	
lyre	lir		five	fiv	
mire	mir		live	liv	
pyre	pir		lithe	lith	
tire	tir		writhe	rith	
Tyre	Tir		ninth	ninth	

WORDS HAVING THE SECOND SOUND OF I

Third place light dot

bib	bib		kid	kid	
fib	fib		lid	lid	
jib	jib		if	if	
nib	nib		big	big	
rib	rib		fig	fig	
hid	hid		gig	gig	



















































WORDS HAVING THE SECOND SOUND OF I

Third place light dot

jig jig		till til	
pig pig		chill chil	
rig rig		thill thil	
midge mij		dim dim	
ridge rij		limb lim	
kick kik		limn lim	
lick lik		rim rim	
nick nik		vim vim	
pick pik		dip dip	
tick tik		hip hip	
chick chik		lip lip	
thick thik		nip nip	
ill il		pip pip	
bill bil		rip rip	
fill fil		tip tip	
gill gil		chip chip	
nil nil		ship ship	
jill jil		it it	
gill jil		bit bit	
kill kil		writ rit	
kiln kil		live liv	
mill mil		itch ich	
pill pil		ditch dich	
rill ril		hitch hich	

WORDS HAVING THE SECOND SOUND OF I

Third place light dot

niche	nich		ping	ping	
pitch	pich		ring	ring	
rich	rich		wring	ring	
witch	wich		ting	ting	
dish	dish		wing	wing	
fish	fish		bilge	bilj	
wish	wish	 or 	dinge	dinj	
myth	mith		hinge	hinj	
pith	pith		minge	minj	
withe	with		tinge	tinj	
fileh	fileh		milk	milk	
mileh	mileh		ink	ingk	
inch	inch		inc	ingk	
finch	finch		bink	bingk	
linch	linch		link	lingk	
lynch	linch		mink	mingk	
pinch	pinch		pink	pingk	
winch	winch		rink	ringk	
chinch	chinch		wink	wingk	
width	width		zinc	zingk	
fifth	fifth		chink	chingk	
lymph	limf		think	thingk	 or 
nymph	nimf		limp	limp	
king	king		tymp	timp	

SOUNDS OF O

FIRST SOUND

Long *o* as in *no*, marked \bar{o}

au in hautboy	oa in boat
eau in beau	oe in hoe
eo in yeoman	ou in soul
ew in sew	ow in flow

SECOND SOUND

Short *o* as in *ox*, marked \acute{o}

a in was	ou in hough
a in what	ow in knowledge

THIRD SOUND

Long, slender *o* as in *do*, marked \bar{oo}

oe in shoe
oo in woo
ou in soup

















































WORDS HAVING THE FIRST SOUND OF O

Second place heavy dash

bow	bo	↘	lobe	lob	↘
beau	bo	↘	robe	rob	↘
do	do	┌	ode	od	┌
doe	do	┌	code	kod	┌
dough	do	┌	load	lod	↘
foe	fo	↘	rode	rod	↘
go	go	┌	road	rod	↘
ho	ho	↘	toad	tod	┌
hoe	ho	↘	loaf	lof	↘
low	lo	↘	rogue	rog	↘
mow	mo	┌	vogue	vog	↘
no	no	┌	oak	ok	┌
know	no	┌	joke	jok	↘
row	ro	↘	coke	kok	┌
roe	ro	↘	poke	pok	↘
so	so)-	yoke	yok	↘
sow	so)-	bowl	bol	↘
sew	so)-	boll	bol	↘
toe	to	┌	hole	bol	↘
tow	to	┌	dole	dol	↘
woe	wo	↘	goal	gol	┌
show	sho	↘	coal	kol	┌
shew	sho	↘	mole	mol	┌
though	tho	↘	knoll	nol	↘

















































WORDS HAVING THE FIRST SOUND OF O

Second place heavy dash

pole	pol		fore	for	
poll	pol		four	for	
roll	rol		core	kor	
toll	tol		corps	kor	
shoal	shol		lore	lor	
dome	dom		more	mor	 <i>or</i>
foam	fom		pore	por	
comb	kom		pour	por	
loam	lom		wore	wor	
gnome	nom		yore	yor	
roam	rom		chore	chor	
tome	tom		shore	shor	
own	on		boat	bot	
hope	hop		goat	got	
cope	kop		wrote	rot	
mope	mop		rote	rot	
pope	pop		vote	vot	
rope	rop		mauve	mov	
oar	or		coach	koch	
ore	or		poach	poch	
o'er	or		oath	oth	
bore	bor		both	both	
boar	bor		loathe	loth	
door	dor		pork	pork	

















































WORDS HAVING THE SECOND SOUND OF O

First light dash

bob	bob		dock	dok	
fob	fob		lock	lok	
job	job		knock	nok	
cob	kob		rock	rok	
mob	mob		doll	dol	
knob	nob		loll	lol	
rob	rob		poll	pol	
odd	od		on	on	
hod	hod		hop	hop	
cod	kod		mop	mop	
pod	pod		knop	nop	
rod	rod		pop	pop	
wad	wod		dot	dot	
shod	shod		got	got	
off	of		jot	jot	
bog	bog		of	ov	
dog	dog		was	woz	
fog	fog		notch	noch	
hog	hog		watch	woch	
jog	jog		wash	wosh	
cog	kog		golf	golf	
log	log		long	long	
dodge	doj		wrong	rong	
lodge	loj		pomp	pomp	

WORDS HAVING THE THIRD SOUND OF O

Third place heavy dash

boo bo		doom dom	
do do		loom lom	
who ho		room rom	
rue ro		rheum rom	
sou so		tomb tom	
Sioux So		hoop hop	
{ too to		whoop hop	
{ two to		coop kop	
woo wo		loop lop	
zoo zo		loup lop	
shoe sho		boor bor	
chew cho		moor mor	
food fod		poor por	
rood rod		sure shor	
rude rod		boot bot	
chewed chod		jute jot	
fool fol		root rot	
ghoul gol		route rot	
cool kol		move mov	
pool pol		ooze oz	
rule rol		ruche rosh	
tool tol		booth both	
tulle toll		Ruth Roth	
boom bom		tooth toth	

SOUNDS OF U

FIRST SOUND

Long *u* as in *tune*, marked ū

ou in you	ui in juice
eu in feud	ieu in lieu
ew in dew	iew in view
ue in blue	eau in beauty

SECOND SOUND

Short *u* as in *us*, marked ũ

o in love	oo in flood
oe in does	ou in touch

THIRD SOUND

Short, slender, *u* as in *full*, marked ʊ

o in wolf
oo in book
ou in could

















































WORDS HAVING THE FIRST SOUND OF U

Diphthong U

you	u			feud	fud	
yew	u			hued	hud	
ewe	u			Jude	Jud	
dew	du			fugue	fug	
due	du			huge	huj	
few	fu			duke	duk	
fugh	fu			buhl	bul	
hew	hu			mewl	mul	
hue	hu			mule	mul	
Hugh	hu			pule	pul	
cue	ku			yule	yul	
queue	ku			fume	fum	
lieu	lu			pume	pum	
mew	mu			dupe	dup	
new	nu			your	ur	
knew	nu			cure	kur	
gnu	nu			lure	lur	
pew	pu			pure	pur	
sue	su			use	us	
view	vu			Ute	Ut	
cube	kub			jute	jut	
tube	tub			youth	uth	

















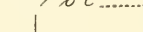































WORDS HAVING THE SECOND SOUND OF U

Second light dash

bub	bub		nudge	nuj	
dub	dub		buck	buk	
hub	hub		duck	duk	
cub	kub		luck	luk	
rub	rub		tuck	tuk	
tub	tub		chuck	chuk	
chub	chub		shuck	shuk	
eud	kud		dull	dul	
rudd	rud		gull	gul	
thud	thud		cull	kul	
luff	luf		lull	lul	
bug	bug		mull	mul	
dug	dug		null	nul	
hug	hug		bomb	bum	
jug	jug		dumb	dum	
lug	lug		gum	gum	
mug	mug		come	kum	 or _
pug	pug		mum	mum	
rug	rug		numb	num	
tug	tug		rhumb	rum	
thug	thug		chum	chum	
budge	buj		up	up	
fudge	fuj		cup	kup	
judge	juj		pup	pup	







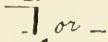



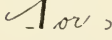

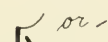


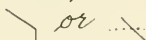





WORDS HAVING THE SECOND SOUND OF U

Second light dash

us	us		gulf	gulf	
but	but		lung	lung	
butt	but		lung	lung	
jut	jut		rung	rung	
rut	rut		wrung	rung	
love	luv		tongue	tung	
shove	shuv		bulge	bulj	
Dutch	Duch		lunge	lunj	
much	much		bulk	bulk	
touch	tuch		bunk	bungk	
gush	gush		junk	jungk	
hush	hush		monk	mungk	
mush	mush		punk	pungk	
rush	rush		chunk	chungk	
tush	tush		culm	kulm	
doth	duth		gulp	gulp	
month	munth		pulp	pulp	
gulch	gulch		bump	bump	
bunch	bunch		dump	dump	
hunch	hunch		gump	gump	
lunch	lunch		jump	jump	
munch	munch		lump	lump	
punch	punch		mump	mump	
bulb	bulb		pump	pump	

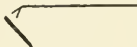















WORDS HAVING THE THIRD SOUND OF U

Third light dash

ugh	u		nook	nuk	
good	gud		rook	ruk	
hood	hud		took	tuk	
could	kud		shook	shuk	
wood	wud		bull	bul	
would	wud		full	ful	
should	shud		hoop	hup	
book	buk		put	put	
hook	huk		bush	bush	
cook	kuk		push	push	
look	luk				

WORDS HAVING THE SOUND OF OI

Diphthong OI

boy	boi		boil	boil	
buoy	boi		coil	koil	
hoy	hoi		foil	foil	
joy	joi		moil	moil	
coy	koi		roil	roil	
soy	soi		toil	toil	
toy	toi		coir	koir	
oil	oil		doit	doit	

WORDS HAVING THE SOUND OF OU

Diphthong OW

ow	ou	^	foul	foul	
bow	bou		fowl	foul	
bough	bou		jowl	joul	
dow	dou		joule	joul	
dhow	dou		cowl	koul	
how	hou		cowle	koul	
cow	kou		our	our	
mow	mou		hour	our	
now	nou		giaour	jour	
row	rou		out	out	
vow	vou		bout	bout	
thou	thou		gout	gout	
loud	loud		ouch	ouch	
nowd	noud		couch	kouch	
gouge	gouj		pouch	pouch	
bouk	bouk		vouch	vonch	
gowk	gouk		zoutch	zouch	
owl	oul		mouth	mouth	
dowl	doul		mouth	mouth	

SENTENCES

To Be Written in Shorthand.

1. Ma, may Madge bake cake?
2. Ruth may take poor Joe home.
3. Sarah bought pure milk.
4. Nellie may feed eight sheep.
5. Annie, we all like tea.
6. Hush! Watch Judge eat duck.
7. Paul King saw Ray fall.
8. Merry Harry ate peach pie.
9. Pa, Dash shook a live cub.
10. Huge Luke knew Cowboy Jack.
11. See tall Tom catch fish!
12. Minnie, show how you laugh.

GRAMMALOGUES AND LOGOGRAMS.

In Shorthand, frequently occurring words are expressed by one of their letters written *on*, *above*, or *through* the line, according as their principal vowel is first place, second place, or third place.

Such abbreviations are called Grammalogues or letter-words, and the signs employed are named Logograms or word-letters.

Exceptions. The words *and* and *he* are not represented by any of their letters. A short, sloping, light stroke, written upward toward the right, stands for *and*; *he* is represented by a short, vertical, heavy stroke, written on the line.

CONSONANT GRAMMALOGUES

Written above the Line

happy	half	me, my
by, buy	vie	in, any
at	thank-ed	owing
had	thy, though	law
much	saw	or, high
large	can	go, ago

Written on the Line

up	if	him, may
be	have	no, know
it	think	thing
do	them, they	Lord
which	so, us	your
age	was	are
came	shall	we, way, away
give-n	usual-ly	ye, holy

Written through the Line

put	youth	own
to be	see, use	young
out	use, whose	year
different	wish, she	our, hour
each	difference	hew, hue

GRAMMALOGUES

VOWELS AND DIPHTHONGS

Written above the Line

<u>Dots</u>	<u>Dashes</u>	<u>Angles and Curves</u>
a <u>.</u> of <u>\</u> on <u> </u> and <u>/</u>	I, eye <u>∨</u> with <u>ε</u>	
an <u>.</u> all <u>\</u> O <u> </u> ought <u>/</u>	ay, aye <u>ε</u> what <u>ε</u>	
ah <u>•</u> owe <u> </u> oh <u> </u> awe <u>/</u>	why <u>ε</u> beyond <u>ε</u>	

Written on the Line

<u>Dots</u>	<u>Dashes</u>	<u>Angles and Curves</u>
eh <u>•</u> to <u>\</u> but <u> </u> should <u>/</u>	how <u>ε</u> when <u>ε</u>	
the <u>•</u> two, too <u>\</u> he <u> </u> who <u>/</u>	you <u>ε</u> would <u>ε</u>	

RULE: And and should are written with an upward stroke.

SENTENCES

To be written in Shorthand

Why, what would you do with it?

O, I owe all of it to you.

Ought he and I to go beyond you?

Aye: he should go when you and I go.

Oh! who came with you and Ned?

Ah! but the two were on the boat, too.

How much of the cake should I take?

You ought to take all of it, I think.

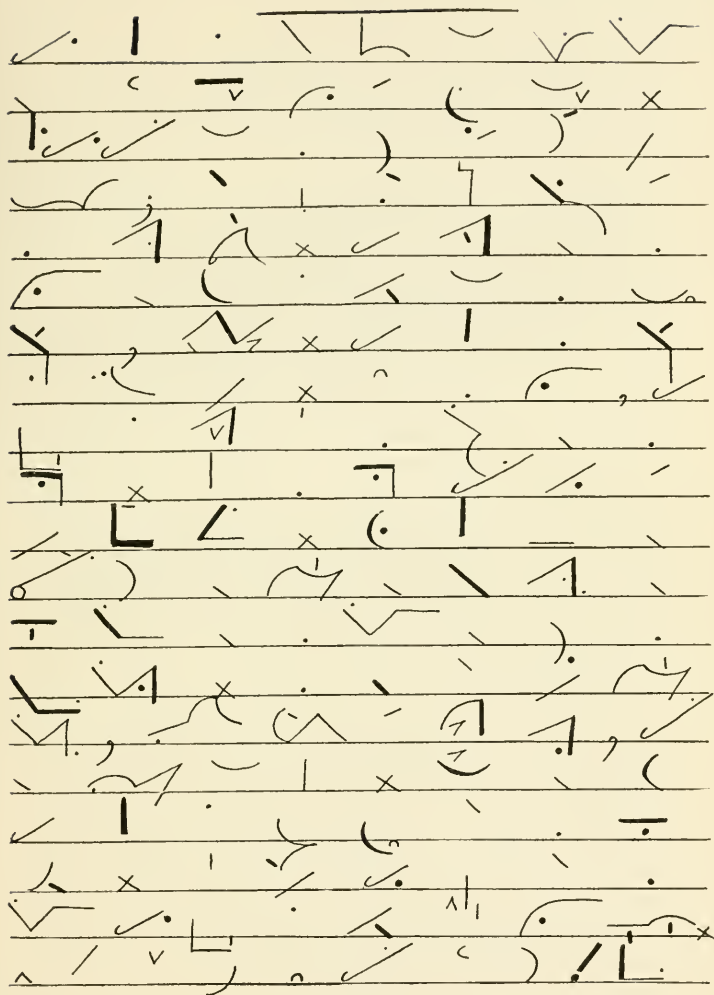
O, my eye may show the awe I feel.

SENTENCES.—USING GRAMMALOGUES.

To Be Written in Shorthand.

1. Ma had a cake to give to baby Faith, and Pa had a tame jay in a cage to give to Ray.
2. Ann may give a pink badge to Rab, and she may pay the lad to catch fish in the bay.
3. Paul shall buy chalk, a ball, tape, and a shawl, and he shall take all to Madge Page.
4. Sarah and Mary saw Neal feed the sheep, the lamb, the deer and a tame ape at the beach.
5. Belle may have given the red shell, the egg, the peach, and the bell to Earl, an hour ago.
6. Emma and Ida saw the shy babe, Daisy, fall on the thick ice by the large elm, in the park.
7. Harry King ate a ripe peach, and Mary, Nellie, Jim, Jack, and Zida each ate a ripe pear.
8. Pa bought a big load of hay, and a bag of seed at the mill on the road to the seashore.
9. A year ago, Dannie and Robbie each had a red top, a ball, watch, a big dog, a goat, and a bell.
10. Poor Ruth had a large rag doll and a pink cup, and Sadie had a cake and a pie in the booth.
11. Fannie, you and Rob may take Luke and Guy to view the big ship in the bay, if you wish.
12. Madge, you may look at the ladybug on the leaf, and you may also show it to Minnie.
13. The tall young lad, Hugh, and poor Bob have a book, a rake, a hoe, a hook, and a new dime.
14. Now teach baby Laura to say, "meow" to the kittv, "bow-wow" to the dog, and "moo-moo" to the cow.
15. Joy and Phebe took the lame boy Zandok to the Zoo to see a bear, an elk, a yak, and an owl.

L. \ o.



CIRCLES *S*, *SW* AND *SES*. LOOPS *ST* AND *STR*.

With the shorthand signs given in the alphabet of consonants and vowels, the words of the English language can be written much more speedily than with ordinary script. Much greater rapidity, however, is obtained for reporting and other purposes, by using various forms of contraction and principles of abbreviation. These must be thoroughly learned, if a writer desires to be able to keep pace with a ready speaker.

Among the most frequently used consonants of the language is *S*, with its heavy sound *Z*. This letter is represented, not only by a stroke, but also by a small circle, named *Iss*, which is made one-fourth the length of the stroke consonant. It is used initially, finally and medially. It forms an easy method of joining one consonant with another.

Rule I. Circle *S* is written initially or finally on the right side of straight downstrokes; on the upper side of *h* and *g* and all straight upstrokes; on the inside of curves; and on the outside of angles.

Rule II. Circle *S* is always read first when at the beginning of a word outline, and last when at the end.

Rule III. All vowels are written and read to the stroke consonant, never to circle *S*.

CIRCLES AND LOOPS.

NOTE. The three rules for circle S apply also to writing and reading the following circles and loops.

CIRCLE SW, named Sway. A circle double the size of circle S, used initially only, and representing the double consonantal sound *sw* heard in *swarm*, *sweet*, *swim*.

CIRCLE SS OR ZS, named Ses. A double circle used finally or medially. It represents the sound of *ses*, *sez*, *zes*, *zez* as in *passes*, *pauses*, *necessity*.

Circle Ses includes the second place short vowel. When other vowels are in the word they must be written within the circle, as in *exhaust*, *exist*.

S may be added to circle Ses by continuing the curve of the circle to the opposite side of the stroke to which it is attached, thus forming another small circle as in *success*.

LOOP ST, named Stee, represents the closely blended consonant sounds *st* initial, and *st* or *zd* final, heard in *post*, *taste*, *massed*, *caused*.

This loop is a small loop, one-half the length of a stroke consonant. S may be added to it as for circle Ses; as in *posts*, *masts*. When a vowel occurs between *s* and *t*, use circle *s* and stroke *t*, not loop Stee.

LOOP STR, named Ster, is loop St enlarged and lengthened. It is made two-thirds the length of the stroke to which it is attached. It is generally used finally, but in a few words it is employed medially; as in *masterpiece*, *registering*, *upholsterer*. It is never used initially. It takes a final *s* in the same manner as Ses and Stee, by continuing the curve of the loop across the stroke to form a circle.

CIRCLES AND LOOPS

TABLE OF CIRCLES AND LOOPS

		<u>Sign</u>	<u>Name</u>	<u>For</u>	<u>As in</u>
Circle	S	○	Iss	s or z	spade
Loop	St	ℓ	Stee	st or zd	stage
Circle	Sw	○	Sway	sw	sweep
Loop	Ster	ℓ	Ster	ster	master
Circle	Ss	○	Ses	ses	passes

NOTE























Sw is used initially only.

Ster and Ses are used medially or finally.

Iss and Stee are used initially, medially or finally.

Circle Ss stands for ses, sez, zes or zez.

























CIRCLE S INITIAL

























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sake	sak		save	sav	
slake	slak		slave	slav	
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CIRCLE S INITIAL




















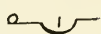

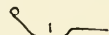

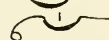
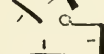


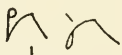




















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snag	snag		sleek	slek	
sacque	sak		seam	sem	
slack	slak		scheme	skem	
scan	skan		seen	sen	
span	span		sleep	slep	
sap	sap		sear	ser	
snap	snap		sphere	sfer	
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slash	slash		sleeve	slev	
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sang	sang		said	sed	
sank	sank		sped	sped	
scalp	skalp		sled	sled	
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CIRCLE S INITIAL








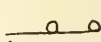















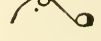






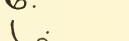








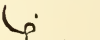




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sly sli 
spy spi 
sighed sid 
spike spik 
smile smil 
slime slim 
sign sin 
sire sir 
spire spir 
sight sit 
scythe sith 
slid slid 
skill skil 
skim skim 
slim slim 
skip skip 
snip snip 
sit sit 
sieve siv 
smith smith 
sling sling 
singe sinj 
silk silk 

slow slo 
snow sno 
soak sok 
smoke smok 
soul sol 
sewn son 
soap sop 
scope skop 
soar sor 
snore snor 
sloth sloth 
sob sob 
sod sod 
sol sol 
song song 
solve solv 
spool spol 
soon son 
soup sop 
sloop slop 
soot sot 
sooth soth 
smooth smoth 
soothe soth 

CIRCLE S INITIAL

skew	sku		sun	sun	
smuc	smu		son	sun	
spew	spu		such	such	
spue	spu		slush	slush	
slew	slu		sung	sung	
slue	slu		slung	slung	
spume	spum		sponge	spunj	
supe	sup		sulk	sulk	
sleuth	sluth		sunk	sungk	
slub	slub		skunk	skungk	
snub	snub		spunk	spungk	
stub	stub		slunk	slungk	
scud	skud		sculp	skulp	
slug	slug		stulp	stulp	
snug	snug		sump	sump	
sludge	shuj		slump	slump	
smudge	smuj		soot	sut	
suck	suk		soil	soil	
scull	skul		spoil	spoil	
skull	skul		scow	skou	
sum	sum		scowl	skoul	
some	sum		sour	sour	
scum	skum		scour	skour	
slum	slum		slouch	slouch	

CIRCLE S FINAL AND MEDIAL

base	bas		bask	bask	
raise	raz		chasm	kasm	
neighs	naz		spasm	spazm	
lapse	laps		casks	kasks	
thanks	thangks		masks	masks	
palms	pamz		rasps	rasps	
psalms	samz		gasps	gasps	
gauze	gaz		desks	desks	
false	fals		risks	risks	
cheese	chez		schism	sizm	
seers	serz		lisps	lisps	
purse	pers		mosque	mosk	
nice	nis		wasps	wasps	
this	this		tusks	tusks	
phiz	fiz		musty	musti	
lynx	lingks		chosen	chozn	
snows	snoz		oxen	oksen	
oaths	othz		visit	vizit	
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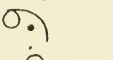



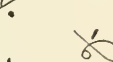

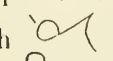
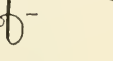




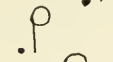
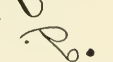

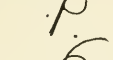
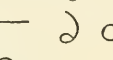

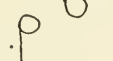
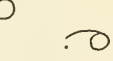


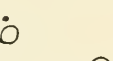

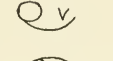


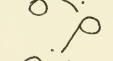
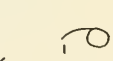










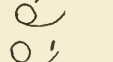


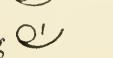
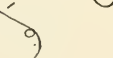

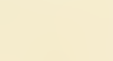
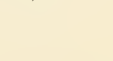

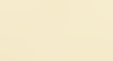
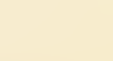

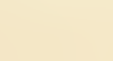
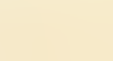




LOOP ST INITIAL

staid	stad		stead	sted	
stage	stag		stem	stem	
stake	stak		step	step	
steak	stak		stet	stet	
stale	stal		stir	stir	
stain	stan		stile	stil	
stare	star		style	stil	
stair	star		stiff	stif	
state	stat		stitch	stich	
stave	stav		sting	sting	
stab	stab		stone	ston	
stag	stag		store	stor	
stack	stak		storm	storm	
star	star		stove	stov	
starch	starch		stock	stok	
stall	stal		stop	stop	
stalk	stak		stool	stol	
staff	staf		stoop	stop	
steed	sted		stub	stub	
steal	stel		stuff	stuf	
steel	stel		stung	stung	
steam	stem		stood	stud	
steep	step		sticks	stiks	
steer	ster		stoves	stovs	

LOOP ST FINAL AND MEDIAL

baste	bast		just	just	
paste	past		dust	dust	
taste	tast		burst	burst	
waste	wast		durst	durst	
fast	fast		worst	wurst	
cast	kast		moist	moist	
mast	mast		tastes	tasts	
vast	vast		feasts	feasts	
least	lest		guests	gests	
yeast	yest		posts	posts	
jest	jest		rusts	rusts	
rest	rest		joists	joists	
west	west		(zd))	
zest	zest		dazed	dazd	
chest	chest		raised	razd	
next	nekst		seized	sezd	
vexed	vekst		caused	kazd	
wrist	rist		fused	fuzd	
wist	wist		noised	noizd	
xyst	zist		roused	rouzd	
schist	shist		(St medial)	o	
twist	twist		vestry	vestre	
toast	tost		jesting	jesting	
cost	kost		testing	testing	

CIRCLE SW, LOOP STR, CIRCLE SES

swage	swaj		(Loop Str)		
swathe	swath		master-ster		
suave	swav		pastor-ster		
swear	swar		faster-ster		
swag	swag		waster-ster		
swarm	swarm		posters-sters		
swarth	swarth		dusters-sters		
sweep	swep		coaster-ster		
sweet	swet		lobster-ster		
suite	swet		masterpiece		
swedge	swej		(Circle Ses)		
swell	swel		faces-sez		
sweat	swet		masses-sez		
swirl	swerl		vases-sez		
swine	swin		cases-sez		
swim	swim		laces-sez		
switch	swich		mosses-sez		
swinge	swinj		thesis-sis		
swish	swish		exist-zist		
swing	swing		necessity		
swore	swor		races-sez		
swan	swon		recess-sess		
swoon	swon		paces-sez		
swung	swung		possess-zess		

USE STROKE S OR Z.

When it is the only consonant in a word, and in derivatives from such words: saw, sawmill.

When a word begins with the sound of *z*: zeal, zero.

When initial *s* is followed by two vowels, or when final *s* is preceded by two vowels; Siam, chaos.

When a word begins with a vowel followed by *s* or ends with a vowel preceded by *s*: aside, also, daisy.

When a word begins with *s* followed by a vowel and another *s* or *z*; sauce, seize, season.

NOTE.—When a word ends with *s* preceded by a vowel and another *s*, either a stroke or a circle may be used; recess, disuse.

SENTENCES USING CIRCLES AND LOOPS.

1. The day is sunny and the roads are dusty, so Susie and Stella Rice are sighing because they must stay indoors to-day and sew rags.

2. Elsie Lomas, Zoe Mills, Bess Sidney and Sophie Davis also, have come to the apiary in Siento. They like the noisy buzzing of the fussy, busy bees.

3. Silas Madison was on the steep, stony south bank with James Lee and Sam Smith, two hours ago, and saw six joyous boys swimming in Zigzag Bay.

4. Did you see Ulysses Sampson? He tosses his huge ball faster and faster in the games, and Seth Shirley shows as much skill in catching it each time.

5. Amos Scottie sells eggs, milk and cheese in the city and takes pay in books, toys, bags, swings, which he sells in his new big store at Lodiz.

STROKE S

say sa)•	ask ask	2
ace as)	asp asp	2
as az) ^o	espy espi	2 _v
saw sa)	essay essa)•
see se)•	usage uzaj	2•
ease ez	•) v)	daisy daze	2•
ice is) v)	season sezn	2•
sigh si) _v	disuse disus	2•
is iz) ^o	busy bizi	2•
so so)-	also also	2•
sue su) _^	says sez	2-
use uz)	sauce sas	2-
use uz)	cease ses	2•
us us) ₇	seize sez	2•
soy soi) ₇	sighs siz	2 _v
sow so)-	sizz siz	2•
zax zaks	2	sues suz	2 _^
zee ze)•	souse sous	2 _^
zeal zel)•	suet suet) _^
zinc zingk)	Siam Siam	2 _v
zoo zo)	chaos kaos	2 _v
zero zero)	osmose osmos	2 _o
ooze oz)	zigzag zigzag	2 _o
acid asid)	joyous joius	2 ₇

CIRCLE AND LOOP GRAMMALOGUES

1. Written above the Line

as..... ^o	as is..... ^o	myself..... ^o
has..... ^o	has his..... ^o	thymself..... ⁶
as has..... ^o	most..... ¹	because..... ^o
as his..... ^o	those..... ⁶	mistake..... ^o

2. Written on the Line

is o	this 6	subject } }
his o	must ~	himself ~
his is O	next ~	Saviour e ~
is as O	yes ~	several e
is his O	house ~	respected ^
first)	expect ~	yesterday 1
us so)	special ~	something ~
was)	respect ~	themselves 6

3. Written through the Line

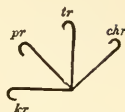
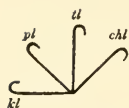
see)	whose)	speak~
use (noun))	thus.....6.....	youths6...
use (verb).....)	these6.....	itself.....b.....

~	v	1	the	~	?	~x
✓	~	T	~	~	~	x
~	~	~	~	~	~	x

WORDS TO BE WRITTEN IN SHORTHAND.

barge	march	widest	vouch	bulge
space	chalk	tongue	cheek	spice
guest	force	causes	fence	yeast
swage	voice	lustre	azure	usage
lance	white	rhymes	whisk	leave
wades	yells	sneeze	nymph	wails
stage	sweep	duster	pause	steep
quick	thumb	basque	aches	quill
wrest	juicy	thence	gongs	waste
chase	sense	charge	swims	chasm
salve	lamps	scorch	lapse	storm
guava	niece	length	sauce	guess
caste	while	nicest	berth	casks
yelps	earth	sights	aisle	youth
swoon	dodge	lanced	dupes	swarm
dames	share	badges	shame	teams
wasps	mouse	starch	rouse	whips
parks	laugh	puzzle	bough	psalm
noise	vague	stitch	wages	nicer
bench	twice	boyish	twist	beach
swing	gnash	lances	guile	swamp
douse	rages	dollar	range	dozen
match	booms	lawyer	bases	marsh
pulse	catch	passed	sixth	palms

DOUBLE CONSONANTS




















THE PEL HOOK SERIES

THE PER HOOK SERIES

Name	Sign	Letters	As in
Pel		pl	play
Bel		bl	blay
Tel		tl	total
Del		dl	fiddle
Chel		chl	satchel
Jel		jl	agile
Kel		kl	clad
Gel		gl	glad

Name	Sign	Letters	As in
Per		pr	prow
Ber		br	brow
Ter		tr	try
Der		dr	dry
Cher		chr	archer
Jer		jr	major
Ker		kr	crow
Ger		gr	grow

CURVES

Fel		fl	flag	Fer		fr	fray
Vel		vl	evil	Ver		vr	ever
Thel		thl	Ethel	Ther		thr	ether
Thel		thl	-----Ther		thr	either	
Shel		shl	bushel	Sher		shr	usher
-----			Zher		zhr	measure	
Mel		ml	camel	Mer		mr	murmur
Nel		nl	final	Ner		nr	dinner
-----			Ngker		{ngkr	banker	
-----			Ngger		{nggr	finger	

DOUBLE CONSONANTS.

THE L AND R HOOKS.

The liquids *l* and *r* often unite closely and blend with other consonants forming one sound; as in play, pray, blow, brow, flow, fry, glee, grow. These consonantal diphthongs are represented by an initial hook, written at the beginning of the single consonants, forming two series of double consonants, which are considered and named as syllables; as per, ber, pel, bel, not pee-ar, bee-ar, pee-el, bee-el. Those formed by prefixing the L hook are classed as the Pl Series; those with the R hook as the Pr Series.

VOCALIZATION. Vowels are written and read to the double consonants as for the single consonants.

STRAIGHT LETTERS. The hook prefixed to the straight downstrokes turns toward the right for *l* and toward the left for *r*. This may be illustrated by raising the index finger of each hand and bending it to indicate the hook. A hooked piece of wire or cardboard will also serve for illustration. Held in a horizontal, slanting and vertical position the fingers, wire or cardboard may be employed to show each of the hooked straight consonants. When *writing* these double consonants turn to the left for *l*, and toward the right for *r*. Notice that the *l* hook is on the upper side, and the *r* hook on the under side of the *h* and *g* strokes.

CURVED LETTERS. A small hook written inside of a curved letter at the beginning, stands for *r*.

A curve cannot be hooked on two sides, so a large

hook twice the size of the *r* hook is used to add *l* to *f*, *v*, *th*, *sh*, *m*, and *n*.

NG AND R. *Ng* when hooked for *r* does not represent *ngr*, because this sound occurs in but few words; these should be written in full; as *singer*, *wringer*. *Ng* when hooked is employed for *ngkr* and *nggr*; as in *banker* and *finger*.

READING. In reading hooked forms always read the stem before the hook; as *pl*, *pr*, not *lp*, *rp*. A vowel preceding a hooked form is read first. When the vowel is written after the stem, read the double consonant first. The stem and hook should be pronounced in one breath.

PREFIXING S TO HOOKED LETTERS. Circle *s* is written inside of the hook for all letters of the *Pel* series.

S is prefixed to straight letters hooked for *r*, by closing the hook, thus making a small circle. This circle need not be mistaken for *circle s*, because it is always on the *r* hook or left side of the vertical and sloping strokes, and on the under side of *k* and *g*. Circle *s* is written for *s*, inside of the *r* hook of curved letters; it is also used when the circle and hook occur medially or finally, except when following a straight stroke in the same direction.

AFTER T OR D. When *s* follows *t* or *d* the circle is written on the right side of these letters; as in *disagree*, *disgrace*, *tasker*.

SW AND ST. The large circle *sw* and the loop *st* may be prefixed, to strokes hooked for *r*, by closing the hook as when *s* is prefixed to *r*.

LETTERS NOT HOOKED. The stroke consonants *s*, *z*, *El*, *Ar*, *Ray*, *w*, *y*, *h*, are not hooked for *l* or *r*. The curve *zh* and *ng* are hooked for *r*, making *zhr* and *nghr* or *nggr*.

NOTE. Upward R when hooked is used for *w* or *y*. See "Consonant Alphabet."

EIGHT EXTRA SIGNS.

1. Ar hooked initially for fr.
2. Ar thickened and hooked initially for vr.
3. S hooked initially for thr.
4. Z hooked initially for the-r.
5. Ar with double-sized initial hook for fl.
6. Fl thickened becomes vl.
7. and 8. S and Z with double-sized hook stand for thl and the-l respectively.

When any of these four double consonants of the Pl series is preceded by a consonant, the extra sign may be used; rifle, cavil, Bethel.

When any of the four double consonants belonging to the Pr Series is preceded by a vowel, the regular form is used; offer, affray, either, ever. When followed by a vowel the extra sign is employed; fro, three, fray.

When joined to a consonant either the regular or the extra sign may be used as may be most convenient; frog, throb, Friday, favor.

















































THE PL HOOK

clay	kla		plead	pled	
play	pla		bleak	blek	
plague	plag		clique	klik	
blame	blam		gleam	glem	
claim	klam		clear	kler	
blare	blar		please	plez	
place	plas		bless	bles	
blaze	blaz		plead	pled	
glaze	glaz		pledge	plej	
black	blak		ply	pli	
plaque	plak		clime	klim	
clap	klap		climb	klim	
glass	glas		blight	blit	
class	klas		blithe	blith	
clash	klash		click	klik	
plash	plash		clip	klip	
clang	klang		bliss	blis	
blank	blangk		clinch	klinch	
clank	klangk		cling	kling	
plank	plangk		blow	blo	
claw	kla		glow	glo	
clause	klaz		globe	globe	
glee	gle		cloak	klok	
plea	ple		close	klos	

THE PL HOOK

close	kloz		flake	flak	
clothe	kloth		flail	flal	
clock	klok		flare	flar	
cloth	kloth		flag	flag	
bloom	blom		flap	flap	
gloom	glom		flash	flash	
plume	plom		flange	flanĵ	
blew	blu		flank	flangk	
blue	blu		flask	flask	
glue	glu		flax	flaks	
clew	klu		flaw	fla	
club	klub		flee	fle	
plug	plug		flea	fle	
pluck	pluk		fleece	fles	
glum	glum		fled	fled	
plum	plum		fly	fli	
plumb	plum		floe	flo	
plus	plus		floor	flor	
blush	blush		flog	flog	
plush	plush		flock	flok	
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cloud	kloud		flush	flush	


























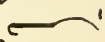

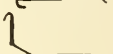

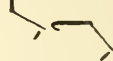


















THE PR HOOK

bray	bra		crag	krag	
dray	dra		brack	brak	
gray	gra		crack	krak	
pray	pra		track	trak	
tray	tra		drachm	dram	
brake	brak		gram	gram	
break	brak		eram	kram	
trail	tral		tram	tram	
grail	gral		trap	trap	
drape	drap		crash	krash	
grape	grap		trash	trash	
crape	krap		brass	bras	
prayer	prar		grass	gras	
brace	bras		thrash	thrash	
grace	gras		branch	branch	
trace	tras		drank	drangk	
graze	graz		crank	krangk	
craze	kraz		prank	prangk	
praise	praz		shrank	shrangk	
grange	granj		draw	dra	
drab	drab		brawl	bral	
crab	krab		drawl	dral	
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drag	drag		thrall	thral	

















































THE PR HOOK

tree	tre	l.	try	tri	lv
three	thre)	bribe	brib	lv
creek	kek	—.	pride	prid	lv
dream	drem	L.	crime	krim	lv
cream	krem	—.	price	pris	lv
creep	krep	—.	bright	brit	lv
drear	drer	L.	prize	priz	lv
grease	gres	—.	crib	krib	lv
greet	gret	—.	brig	brig	lv
breeze	brez	lv	bridge	brij	lv
preach	prech	—.	trick	trik	lv
breathe	breth	—.	drill	dril	lv
priest	prest	—.	shrill	shril	lv
tread	tred	—.	thrill	thrill	lv
shred	shred	—.	brim	brim	lv
thread	thred	—.	trip	trip	lv
dredge	drej	—.	grit	grit	lv
dress	dres	—.	bring	bring	lv
press	pres	—.	brisk	brisk	lv
thresh	thresh	—.	brink	bringk	lv
breath	breth	—.	crisp	krisp	lv
trench	trench	—.	chris	krizm	lv
dreg	dreg	—.	prism	prizm	lv
crest	krest	—.	grist	grist	lv

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grow	gro		prong	prong	
crow	kro		throng	throng	
throw	thro		brew	bro	
throe	thro		drew	dro	
probe	prob		grew	gro	
brogue	brog		crew	kro	
broke	brok		true	tro	
croak	krok		threw	thro	
droll	drol		through	thro	
troll	trol		shrew	shro	
chrome	krom		shrewd	shrod	
grope	grop		broom	brom	
trope	trop		groom	grom	
gross	gros		droop	drop	
prose	proz		group	grop	
growth	groth		croup	krop	
throb	throbb		troop	trop	
drop	drop		troupe	trop	
crop	krop		cruise	kros	
prop	prop		cruse	kros	
dross	dros		truce	tros	
cross	kros		cruise	kroz	
broth	broth		bruise	broz	
troth	troth		truth	troth	

THE PR HOOK

shrub	shrub		fray	fra	
drug	drug		frail	fral	
shrug	shrug		frame	fram	
drudge	druj		phrase	fraz	
grudge	gruj		frank	frangk	
truck	truk		franc	frangk	
drum	drum		free	fre	
crumb	krum		freed	fred	
thrum	thrum		freak	frek	
crutch	kruch		freeze	frez	
brush	brush		frieze	frez	
brush	thrush		fresh	fresh	
brusque	brusk		fry	fri	
brook	bruk		frill	fril	
troy	troi		fringe	frinj	
broil	broil		frisk	frisk	
brow	brou		frizz	friz	
prow	prou		fro	fro	
crowd	kroud		froze	froz	
proud	proud		frog	frog	
growl	groul		frock	frok	
grouse	grous		from	from	
crouch	krouch		frost	frost	
drouth	drouth		froth	froth	

SPR HOOK

spray	spra		sprig	sprig	
stray	stra		strick	strik	
scrape	skrap		scrim	skrim	
strange	stranj		scrip	skrip	
scrag	skrag		strip	strip	
serap	skrap		spring	spring	
strap	strap		string	string	
scratch	skrach		scringe	skrinj	
sprang	sprang		springe	sprinj	
straw	stra		strow	stro	
scrawl	skrawl		strode	strod	
sprawl	spral		stroke	strok	
streak	strek		scroll	skrol	
scream	skrem		stroll	strol	
stream	strem		strop	strop	
screech	skrech		strong	strong	
spread	spred		screw	skro	
stress	stres		sprew	spro	
stretch	streich		strew	stro	
strength	strength		spruce	spros	
spry	spri		scrub	skrub	
scribe	skrib		scrunch	skrunch	
strike	strik		sprung	sprung	
stripe	strip		strung	strung	

PL GRAMMALOGUES

1. Written above the Line

apply at all call

2. Written on the Line

able deliver-ed equal-ly
glory delivery glorify-ied

3. Written through the Line

till belief, believe-d ...evil ...

PR GRAMMALOGUES

1. Written above the Line

more Scripture Doctor
nor remark-ed larger
over Christian-ity liberty

2. Written on the Line

for Mr, mere very
from their, there ever
dear they are every
care pleasure other
near member truth
chair remember-ed strength

3. Written through the Line

sure number-ed during
true principal-ly however
cheer threw, through principle

SENTENCES.

TO BE WRITTEN IN SHORTHAND.

Blanche Blake bought six bushels of large apples for two dollars, and Belle Black bought eight bushels of pears for four dollars.

Ethel and Eliza Clyde are in Florida with Mabel Oakley. The people are pleased with them because they make candy for the boys' picnic.

Claude Blair and Clare Clark are in the same class. They like play too well to study lessons.

The clock struck three. Bruce Jeffries and Tracey Glover took their books home, ate some cake and an apple, and were at the ball match in time to play the game.

Crows trouble the farmers, who make scarecrows to keep the pests away from their farms. The crows caw and caw, and fly away.

Farmer Brewster has thirty large cherry trees. In summer, he sells the cherries to city grocers. In the fall he sells peaches, apples and pears to the same people. To other grocers he sells milk, eggs, butter, cheese and other produce from his farm.

Frank Granger and his brother Fred broke off branches from the tree that grew by the brook. They crossed the strong bridge over the creek and saw three French boys on the road to Granby. All took a long trip through the woods to the lake to fish, sail and swim until sunset.

“Home, home! Sweet, sweet home!

Be it ever so humble,

There's no place like home.”

—J. H. Payne.

FINAL HOOK CONSONANTS



F AND V HOOK

N HOOK

<u>Name</u>	<u>Sign</u>	<u>Letters</u>	<u>As in</u>	<u>Name</u>	<u>Sign</u>	<u>Letters</u>	<u>As in</u>
Pef	↘	pf	puff	Pen	↘	pn	pun
Bef	↘	bf	buff	Ben	↘	bn	bun
Tef	└	tf	tough	Ten	└	tn	twine
Def	└	df	deaf	Den	└	dn	dine
Chef	/	chf	chaff	Chen	/	chn	chain
Jef	/	jf	Jeff	Jen	/	jn	Jane
Kef	→	kf	cuff	Ken	→	kn	cane
Gev	→	gv	gave	Gen	→	gn	gain
Ref	↗	rf	roof	Ren	↗	rn	run
Wef	↗	wf	woof	Wen	↗	wn	won
Yef	↗	yf	yaff	Yen	↗	yn	yawn
Hef	↗	hf	hoof	Hen	↗	hn	hone

N HOOK CURVES

Fen	↪	fn	fine	Shen	↪	shn	shine
Ven	↪	vn	vine	Zhen	↪	zhn	-----
Thin	↪	thn	thigh	Men	↪	mn	moon
Then	↪	thn	thy	Nen	↪	nn	noon
Sen	↪	sn	assign	Ingen	↪	ngn	Bingen
Zen	↪	zn	zone	Len	↪	ln	fallen

THE FINAL *F* OR *V* HOOK.

A small final hook named “Pef,” written on the circle *s* or right hand side of straight downstrokes, on the upper side of *k* and *g* and upstrokes, represents the final sound of *F* or *V*.

The *F* or *V* hooks cannot be added to curves. Circle *s* may be added to this *F* or *V* hook; it must be written inside the hook, and so that the hook may be clearly seen. Circle *Ses* and loops *Stee* and *Ster* are too large to be written inside of the *n* and *f* hooks. For this reason, *nsez*, *nst*, *nster* require the stroke *n* with the large circle or loop, when following a *curved* consonant: as in lances, fences, monster.

The *F* or *V* hook may be used medially when it makes an easy and clear joining with the following stroke.

When a final vowel follows a final *f* or *v* sound use stroke *f* or *v* and not the hook.













































PROVERBS.

No pains, no gains. No cross, no crown.
He that would thrive, must rise at five.
He that hath thriven may lie till seven.
Small service is true service while it lasts.

SENTENCES.

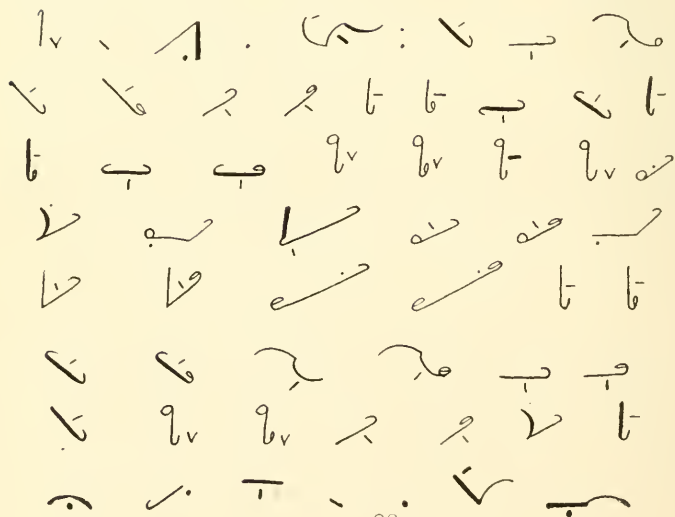
Nathan Brown and John Green are full of grief. They drove fast to catch the half-past five train for Penn Grove; they ran into an old stone fence and upset their team and their plans.

F or V Hooks

waif	waf		sleeve	slev	
chafe	chaf		weave	wew	
gave	gav		deaf	def	
cave	kav		chef	shes	
pave	pav		clef	klef	
rave	rav		dive	div	
wave	wav		hive	hiv	
waive	wav		drive	driv	
brave	brav		tiff	tif	
grave	grav		cliff	klif	
crave	krav		dove	dov	
chaff	chaf		cove	kov	
calf	kaf		rove	rov	
cough	kaf		wove	wov	
trough	traf		clove	klov	
beef	bef		drove	drov	
deaf	def		grove	grov	
reef	ref		doffs	dofs	
chief	chef		trough	trof	
brief	bref		roofs	rofs	
grief	gref		woof	wof	
breve	brev		proof	prof	

F or V Hooks

buff	buf		strife	strif	
cuff	kuf		strive	striv	
muffs	mufs		strove	strov	
puffs	pufs		zarf	zarf	
ruffs	rufs		scarf	skarf	
rough	ruf		dwarf	dwarf	
tough	tuf		serf	serf	
gruff	gruf		surf	serf	
bluff	bluf		turf	terf	
fluff	fluf		carve	karv	
doves	duvz		serve	serv	
gloves	gluvz		swerve	swerv	



THE FINAL *N* HOOK.

The *N* hook, named Pen, is a small final hook added to all letters, whether single, hooked, circled or looped, to represent the sound of final *n*.

No vowel can be placed to or read after the *n* hook.

The *n* hook is written on the left hand or *r* side of straight downstrokes (opposite the circle *s* side); on the under side of *k* and *g* and straight upstrokes; and on the inside of curves.

Circle *S*, *Ses*, *Stee* and *Ster* may be added to the *n* hook by changing the hook into a small or a large circle, or into a small or a large loop; as in *pains*, *trances*, *glanced*, *punster*.

In the *n* hook at the end of curves, circle *s* or *z*, can be written, but not *Ses*, *Stee* or *Ster*.

The *n* hook may be used medially when it will make a good joining with the following letters; as in *finish*, *ransom*.























Between two consonants a small circle stands for *s* and cannot represent *ns*, which requires the hook and the circle.























The stroke *n* and not the hook must be used when a final vowel that is sounded follows *n*; as in *many*, *funny*.

After a curved consonant the stroke *n* and circle *s* must be used for *anse*, *ense*, *inse*, *ance*, *ence*, and *ince*. Exception: When *l* follows another consonant, —as in *balance*,—use the hook and circle.











































Shn when written upward and *ln* when written downward should never stand alone. They would be mistaken for *shr* and *wl* respectively.

THE N Hook

















































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 deign dan 
 feign fan 
 fain fan 
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 mane man 
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 rein ran 
 reign ran 
 vain van 
 vane van 
 wain wan 
 wane wan 
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brain bran 
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 crane kran 
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 ban ban 
 fan fan 
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










































THE N HOOK

bean	ben		dine	din	
dean	den		fine	fin	
keen	ken		line	lin	
lean	len		mine	min	
lien	len		nine	nin	
mean	men		pine	pin	
mien	men		vine	vin	
mesne	men		wine	win	
ween	wen		twine	twin	
wean	wen		thine	thin	
glean	glen		shine	shin	
clean	klen		brine	brin	
green	gren		bin	bin	
den	den		pin	pin	
fen	fen		tin	tin	
hen	hen		win	win	
ken	ken		chin	chin	
men	men		shin	shin	
pen	pen		thin	thin	
wren	ren		grin	grin	
ten	ten		bone	bon	









THE N Hook

moan	mon		bun	bun	
mown	mōn		dun	dun	
known	non		fun	fun	
tone	ton		gun	gun	
zone	zon		none	nun	
shone	shon		nun	nun	
shown	shon		pun	pun	
drone	dron		run	run	
groan	gron		tun	tun	
grown	gron		ton	tun	
crone	kron		won	wun	
prone	pron		one	wun	
throne	thron		shun	shun	
thrown	thron		down	doun	
gone	gon		gown	goun	
wan	won		noun	noun	
yon	yon		town	toun	
boon	bon		clown	kloun	
coon	kon		brown	broun	
loon	lon		drown	droun	
moon	mon		frown	froun	
noon	non		crown	kroun	
prune	pron		join	join	
tune	tun		coin	koin	

THE N HOOK AND NS







bairn	barn		manse	mans	
cairn	karn		dance	dans	
tairn	tarn		lance	lans	
barn	barn		chance	chans	
darn	darn		glance	glans	
tarn	tarn		prance	prans	
yarn	yarn		trance	trans	
born	barn		dense	dens	
corn	karn		fence	fens	
lorn	larn		sense	sens	
morn	marn		tense	tens	
thorn	tharn		thence	thens	
earn	ern		mince	mins	
urn	ern		rinse	rins	
burn	bern		since	sins	
fern	fern		wince	wins	
learn	lern		prince	prins	
turn	tern		dunce	duns	
yearn	yern		ounce	wuns	
churn	chern		ounce	ouns	
borne	born		bounce	bouns	
mourn	morn		flounce	flouns	

SPL Hook, ETC.










splay	spla		spliced	splist	
splayed	splad		splootch	sploch	
splash	splash		splunge	splunj	
splice	splis		splurge	splurj	

GRAMMALOGUES































1. Above the Line

high..		O, oh, owe		importance	
while		important		significance	

2. On the Line

tell		Saviour		improve-d	
whether		themselves		improvement	
well, will		phonography		improvements	

TIME WORDS

to-day		seasons		March	
to-morrow		minutes		April	
yesterday		hourly		May	
Sunday		daily		June	
Monday		weekly		July	
Tuesday		monthly		August	
Wednesday		yearly		September	
Thursday		century		October	
Friday		January		November	
Saturday		February		December	

REVIEW.—L, R, N AND F HOOKS

A HOOK MAY BE ADDED TO ALL

Straight stroke consonants and to some curved for “l.”

Straight stroke consonants and to some curved for “r.”

Consonant strokes, whether straight or curved for “n.”

Straight stroke consonants only, for “f or v.”

<i>Name</i>	<i>Position</i>
The l hook	Initial, medial or final.
The r hook	Initial, medial or final.
The n hook	Final or medial, only.
The f or v hook	Final or medial, only.

(*Fl, rl, thl, the-l, fr, vr, thr, the-r*, have two forms.)

WHEN S IS PREFIXED TO HOOK

l—the circle must be shown within the hook.

r—close the hook, thus making it a circle.

WHEN S IS ADDED TO HOOK

n—straight strokes—change the hook into a circle.

n—curved strokes—write the circle within the hook.

f or v—write the circle inside of the hook.

Stee, Str and Ses can not be used with *n* or *f* hooks.

LETTERS NOT HOOKED FOR

l—S, Z, Zh, Ng, Lay, El, Ray, Ar, Way, Yay, Hay.

r—S, Z, Lay, El, Ray, Ar, Way, Yay, Hay.

n—(All consonants may be hooked for *n*.)

f or v—All curved stroke consonants.

SENTENCES FOR SHORTHAND

Last summer Andrew Sherman read three books of travel. At Christmas, he gave them to Milton Fletcher, to place in the village library in Stratton.

THE -TION HOOK.

RULES FOR WRITING -TION.

The termination -tion, spelled tian, cian, sian, sion, shion, is shown by a large final hook. When it follows a curved letter it is written in the curve like the final *n* hook. It may be written on either side of a straight consonant. When it follows a simple straight consonant the hook is written opposite the last vowel.

After a straight letter which has an initial hook, circle or loop, or which springs from a curve, the -Tion hook is written on the opposite side to keep the letter straight; as in attrition, repletion.

After *t*, *d*, or *j*, not beginning with a hook, circle or loop, the -Tion hook is written on the right of the stroke without respect to the vowel.

The -Tion hook may be used medially when it makes a good joining with the following letter; nationally, fashionable.

When two distinct vowels occur immediately before -Tion hook, write stroke *sh* and the *n* hook; as in tuition, situation, valuation.

After circle *s* or *ns*, -Tion is shown by continuing the circle to the opposite side of the stroke forming a back hook; as in transition, possession. This may also be used medially. Circle *S* may be added by writing the circle within the -Tion hook; as in rations, stations.

The back -Tion hook is vocalized by writing the third place vowel within or at the end of the hook, and the second place vowel outside of the hook; position: posession.

GRAMMALOGUES AND CONTRACTIONS

FINAL HOOK GRAMMALOGUES

1. Written above the Line

happen _____ often _____ approve _____

2. Written on the Line

upon _____ opinion _____ never _____
 been _____ heaven _____ above _____
 done _____ general _____ advantage _____
 one _____ generally _____ which have _____












3. Written through the Line

down _____ within _____ difficult _____
 even _____ religion _____ difficulty _____

-TION HOOK CONTRACTIONS

section _____ information _____ subscription _____
 nation _____ destruction _____ resurrection _____
 session _____ publication _____ transgression _____
 objection _____ transmission _____ representation _____

ADDITIONAL DOUBLE CONSONANTS

<u>Name</u>	<u>Sign</u>	<u>Letters</u>	<u>As in</u>
Kway		kw	quick
Gway		gw	guano
Wel		wl	will
Whel		whl	whale
Whay		wh	where
Ler		lr	feeler
Rer		rr	darer
Emp		mp	damp
Emb		mb	embalm
Empr		mpr	scamper
Embr		mbr	lumber

NOTES

1. In *wl* and *whl* the hook is read first; as in will, whale.




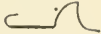




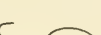

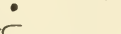

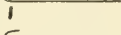

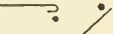








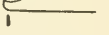















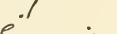


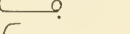





2. The stroke and not the hook is used when a vowel precedes *w* or *wh*; as in awhile.

3. The remaining double consonants are vocalized in the same manner as the single consonants.















































4. Ler and Rer are used for the terminations *ler* and *rer* only. Separate letters are written when other vowels occur; as in failure juror; or when a vowel follows; as in raillery, gallery, orrery.

5. The double consonant Emp is hooked for *mpr* and *mbr*.






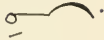





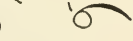





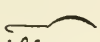


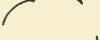

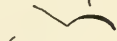

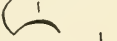

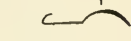

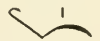

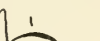


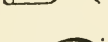






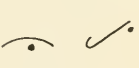





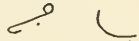





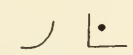





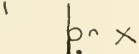
ADDITIONAL DOUBLE CONSONANTS

quake	kwak		guan	gwan	
quail	kwal		Guelph	Gwelf	
quaff	kwaf		guib	gwib	
quack	kwak		guano	gwano	
qualm	kwam		guava	gwava	
quawk	kwak		squail	skwal	
queen	kwen		squame	skwam	
queer	kwer		square	skwar	
quest	kwest		squall	skwal	
quell	kwel		squaw	skwa	
quench	kwench		squawk	skwak	
choir	kwir		squeak	skwek	
quire	kwir		squeal	skwel	
quid	kwid		squeeze	skwez	
quick	kwik		squeleh	skweleh	
quill	kwil		squib	skwib	
quince	kwins		squid	skwid	
quip	kwip		squill	skwil	
quitch	kwich		squinch	skwinch	
quiz	kwiz		squirm	skworm	
quoth	kwoth		squire	skwir	
quirk	kwerk		squab	skwab	
quoif	kwoif		squad	skwad	
quoin	kwoin		squash	skwosh	

ADDITIONAL DOUBLE CONSONANTS

(wl)			(wh)		
wail	wal		where	hwar	
wale	wal		whey	hwa	
wall	wal		whack	hwak	
waul	wal		wheeze	hwez	
weal	wel		whence	hwens	
weald	weld		whine	hwin	
wealth	welth		whiff	hwif	
weld	weld		whig	hwig	
well	wel		whim	hwim	
wile	wil		whin	hwin	
will	wil		whip	hwip	
wool	wul		whir	hwer	
wolf	wulf		whirl	hwerl	
woold	wuld		whisk	hwisk	
(whl)			whisp	hwisp	
whale	hwal		whist	hwist	
wheal	hwel		whiz	hwiz	
wheel	hwel		wharf	hwarf	
whelk	hwelk		wharves	hwarvz	
whelm	hwelm		whap	hwop	
whelp	hwelp		whop	hwop	
while	hwil		whorl	hwerl	
whilst	hwilst		whort	hwert	

ADDITIONAL DOUBLE CONSONANTS

damp	damp		primp	primp	
gamp	gamp		shrimp	shrimp	
camp	kamp		scrimp	skrimp	
lamp	lamp		pomp	pomp	
samp	samp		romp	romp	
vamp	vamp		swamp	swamp	
champ	champ		bump	bump	
seamp	skamp		dump	dump	
clamp	klamp		hump	hump	
eramp	kramp		jump	jump	
tramp	tramp		lump	lump	
stamp	stamp		pump	pump	
hemp	hemp		thump	thump	
imp	imp		clump	klump	
gimp	gimp		plump	plump	
limp	limp		trump	trump	
skimp	skimp		stump	stump	
crimp	krimp		mumps	mumps	
					
					
					
					

THE ASPIRATE.

Four signs are used to represent the Aspirate: the downward stroke, the upward stroke, the tick and the dot.

1. *The Downward Stroke*, called Aitch, is used when *h* is the only consonant in the word; when it is followed by *k* or *g*; or when it makes the best joining.

2. *The Upward Stroke*, called Hay, is generally used when *h* is followed by a downstroke, a straight upstroke, the curves *n* and *g*, or by a circle, loop or hook.

3. *Tick H*, written downward, is used initially, and is always read first. It is prefixed to the stroke signs for *s*, *m*, *l* and *r*. The word, *smaller*, will aid in remembering these letters. The tick may be prefixed to any double consonant with which it will make an easy, clear joining.

4. *Dot H* is placed before the vowel to be aspirated. It may also be used instead of stroke *h*, to shorten an outline.
























SENTENCES.

Helen Hope took her new harp to the Hilltop House to play some old songs for Hannah Hall, who gave her a box of honey in the comb, to carry home to her sick brother.
























Harris Hatch paid no heed to the advice of his cousin Henry. He rode his horse too fast on the way to Hawksville, and fell off into a heap of snow. He struck his head on a huge lump of ice. How he did howl for help! No harm came to the old horse, and Harris soon got well.

THE ASPIRATE

(Downward H)

hay	ha	
hag	hag	
hah	ha	
hack	hak	
ha-ha	ha-ha	
haw	ha	
hawk	hak	
hie	hi	
hoe	ho	
hoax	hoks	
hog	hog	
who	ho	
hew	hu	
hue	hu	
hug	hug	
hook	huk	
hoy	hoi	
Hugh	Hu	
soho	soho	
cohere	koher	
hawser	haser	
mohair	mohar	
unhook	unhuk	

(Upward H)

hang	hang	
hank	hangk	
hash	hash	
hasp	hasp	
hatch	hach	
haunch	hanch	
hawed	had	
head	hed	
heap	hep	
hearth	harth	
heath	heth	
heave	hev	
hedge	hej	
hen	hen	
hence	hens	
hewn	hun	
hide	hid	
hitch	hich	
hinge	hinj	
hip	hip	
hive	hiv	
hod	hod	
hone	hon	

THE ASPIRATE

hood	hud		helve	helv	
hoof	hof		hem	hem	
hoop	hup		her	her	
whoop	hop		hire	hir	
hope	hop		hiss	his	
hove	hov		horse	hars	
hub	hub		hole	hol	
huff	huf		whole	hol	
huge	huj		home	hom	
hush	hush		horn	harn	
husk	husk		hose	hoz	
(Tick H)			whom	hom	
hail	hal		hulk	hulk	
hair	har		humph	humf	
haze	haz		hurl	herl	
hark	hark		howl	houl	
harm	harm		hymn	him	
harp	harp		huzza	huzza	
harsh	harsh		(Dot H)		
hall	hal		halve	hav	
hear	her		halves	havs	
health	helth		hath	hath	
helm	helm		handy	hande	
help	help		happiest	happiest	

THE HALVING PRINCIPLE

Light consonant strokes are made half their usual length to indicate the addition of *t*. Heavy consonant strokes are made half their usual length to indicate the addition of *d*.

Consonants with final hooks, when halved, add either *t* or *d*; as fount, found; mount, mound.

When a consonant precedes or follows, a halved letter adds either *t* or *d*; repeated, beautiful.

The four letters *m*, *n*, *l* and downward *r* are halved for *t*; as in met, net, let, art. They are halved and thickened to add *d*; as in made, need, old, hard.

COM AND -ING

The prefix *com* or *con* is expressed by a light dot written before the first consonant.

The suffix *-ing* is generally shown by the stroke Ing, and *-ings* by the stroke Ing and circle *s*; facing, facings; evening, evenings.

When it is inconvenient to use the Ing stroke, *-ing* is expressed by placing a light dot at the end of the word, and *-ings* is shown by a light dash; hoping, tying, morning, mornings.

QUOTATIONS

TO BE WRITTEN IN SHORTHAND

Lost time can never be found again.

A green and sunny glade amid the woods.

Rise with the lark, and with the lark to bed.

The clear, bright light of the old moon.

They also serve who only stand and wait.

Pride is as loud a beggar as want.

CONSONANTS

HALVED FOR T AND D

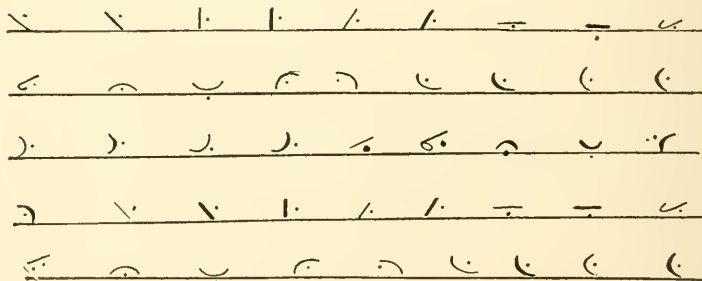
Name	Sign	For	As in	Name	Sign	For	As in
Pet	↘	pt	pat	Fet	↪	ft	foot
Bed	↘	bd	bad	Ved	↪	vd	void
Tet	⋈	tt	tight	Thet	↪	tht	thought
Ded	⋈	dd	died	Thed	↪	thd	that
Chet	/.	cht	chat	Set	⋈	st	east
Jed	/.	jd	jade	Zed	⋈	zd	zed
Ket	⊥	kt	cat	Shet	⋈	sht	shot
Ged	⊥	gd	good	Zhed	⋈	zhd	treasured
Wet	↙	wt	wit	Rayt	↙	rt	dart
Yet	↙	yt	yet	Hayt	↙	ht	height

Light Half Curves

Met	↘	mt	mate
Net	↘	nt	neat
Let	↘	lt	bolt
Art	↘	rt	hart

Heavy Half Curves

Med	↘	md	made
Ned	↘	nd	need
Led	↘	ld	bold
Ard	↘	rd	hard



THE HALVING PRINCIPLE

fate	fat	ㄷ	feet	fet	ㄷ.
hate	hat	ㄱ.	peat	pet	ㄴ.
plate	plat	ㄴ.	heat	het	ㄱ.
skate	skat	ㄱ.	cheat	chet	ㄴ.
slate	slat	ㄱ.	sheet	shet	ㄴ.
freight	frat	ㄴ.	treat	tret	ㄴ.
crate	krat	ㄴ.	fleet	flet	ㄷ.
prate	prat	ㄴ.	pleat	plet	ㄴ.
strait	strat	ㄴ.	sleet	slet	ㄱ.
trait	trat	ㄴ.	wheat	hwet	ㄷ.
fat	fat	ㄷ	street	stret	ㄴ.
hat	hat	ㄱ.	wet	wet	ㄷ.
cat	kat	ㄷ	whet	hwet	ㄷ.
pat	pat	ㄴ.	fret	fret	ㄴ.
chat	chat	ㄴ.	threat	thret	ㄴ.
flat	flat	ㄷ.	fight	fit	ㄷ.
plat	plat	ㄴ.	height	hit	ㄱ.
plait	plat	ㄴ.	kite	kit	ㄷ.
slat	slat	ㄱ.	tight	tit	ㄷ.
sprat	sprat	ㄴ.	flight	flit	ㄷ.
fought	fat	ㄷ	plight	plit	ㄴ.
caught	kat	ㄷ	slight	slit	ㄱ.
taught	tat	ㄷ	fright	frit	ㄴ.
fraught	frat	ㄴ.	spright	sprit	ㄴ.

THE HALVING PRINCIPLE

trite	trit	ᵐ	blade	blad	ᵐ
hit	hit	ᵐ	glade	glad	ᵐ
wit	wit	ᵐ	braid	brad	ᵐ
flit	flit	ᵐ	grade	grad	ᵐ
twit	twit	ᵐ	bad	bad	ᵐ
whit	hwit	ᵐ	glad	glad	ᵐ
coat	kot	ᵐ	broad	brad	ᵐ
float	flot	ᵐ	bead	bed	ᵐ
throat	throt	ᵐ	deed	ded	ᵐ
cot	kot	ᵐ	bleed	bled	ᵐ
yacht	yot	ᵐ	breed	bred	ᵐ
shot	shot	ᵐ	greed	gred	ᵐ
spot	spot	ᵐ	dead	ded	ᵐ
slot	slot	ᵐ	bread	bred	ᵐ
trot	trot	ᵐ	dread	dred	ᵐ
hoot	hot	ᵐ	bride	brid	ᵐ
shoot	shot	ᵐ	guide	gid	ᵐ
chute	shot	ᵐ	glide	glid	ᵐ
cute	kut	ᵐ	bid	bid	ᵐ
flute	flut	ᵐ	bode	bod	ᵐ
fruit	frot	ᵐ	goad	god	ᵐ
hut	hut	ᵐ	brood	brod	ᵐ
shout	shout	ᵐ	bud	bud	ᵐ
trout	trout	ᵐ	blood	blud	ᵐ

















































THE HALVING PRINCIPLE

(lt)			net	net	.)
late	lat	.)	night	nit	.)
lit	lit	.)	knight	nit	.)
lot	lot	.)	knit	nit	.)
lute	lut	.)	note	not	.)
loot	lot	.)	knot	not	.)
slit	slit	6)	nut	nut	.)
(mt)		.)	newt	nut	.)
mat	mat	.)	knout	nout	.)
mate	mat	.)	(md)		.)
meat	met	.)	made	mad	.)
mete	met	.)	maid	mad	.)
mite	mit	.)	mead	med	.)
mitt	mit	.)	need	med	.)
moat	mot	.)	mad	mad	.)
mote	mot	.)	mid	mid	.)
mute	mut	.)	mode	mod	.)
smite	smit	.)	mood	mod	.)
smote	smot	6)	mud	mud	.)
(nt)		.)	(nd)		.)
gnat	nat	.)	need	ned	.)
naught	nat	.)	kneed	ned	.)
nought	nat	.)	node	nod	.)
neat	net	.)	nod	nod	.)

THE HALVING PRINCIPLE

aft	aft	ʼ	act	akt	ʼ
haft	haft	ʼ	packed	pakt	ʼ
raft	raft	ʼ	tact	takt	ʼ
waft	waft	ʼ	bract	brakt	ʼ
shaft	shaft	ʼ	tract	trakt	ʼ
draft	draft	ʼ	strict	strikt	ʼ
graft	graft	ʼ	duct	dukt	ʼ
craft	kraft	ʼ	apt	apt	ʼ
left	left	ʼ	rapt	rapt	ʼ
west	west	ʼ	wrapped	rapt	ʼ
theft	theft	ʼ	kept	kept	ʼ
cleft	kleft	ʼ	wept	wept	ʼ
gift	gift	ʼ	slept	slept	ʼ
lift	lift	ʼ	crept	krept	ʼ
rift	rift	ʼ	swept	swept	ʼ
sift	sift	ʼ	crypt	kript	ʼ
swift	swift	ʼ	script	skript	ʼ
drift	drift	ʼ	dipped	dipt	ʼ
thrift	thrift	ʼ	hast	hast	ʼ
oft	oft	ʼ	haste	hast	ʼ
loft	loft	ʼ	hist	hist	ʼ
soft	soft	ʼ	hissed	hist	ʼ
tuft	tuft	ʼ	host	host	ʼ
puffed	pufft	ʼ	hoaxed	hokst	ʼ

THE HALVING PRINCIPLE

fault	falt		hailed	hald	
halt	halt		bald	bald	
malt	malt		scald	skald	
salt	salt		field	feld	
vault	valt		wield	weld	
belt	belt		yield	yeld	
dealt	delt		held	held	
felt	felt		weld	weld	
melt	melt		mild	mild	
knekt	nelt		wild	wild	
pelt	pelt		gild	gild	
welt	welt		guild	gild	
gilt	gilt		willed	wild	
hilt	hilt		old	old	
wilt	wilt		bold	bold	
quilt	kwilt		fold	fold	
stilt	stilt		hold	hold	
bolt	bolt		mold	mold	
jolt	jolt		mould	mold	
colt	kolt		rolled	rold	
volt	volt		soled	soled	
moult	molt		tollod	told	
cult	kult		wold	wold	
halt	halt		scold	skold	

THE HALVING PRINCIPLE

faint	fant	ㄱ	pint	pint	ㅅ
quaint	kwant	ㄱ	hint	hint	ㅎ
saint	sant	ㄱ	lint	lint	ㄱ
plaint	plant	ㅅ	mint	mint	ㅅ
ant	ant	ㅅ	tint	tint	ㅅ
chant	chant	ㅅ	squint	skwint	ㄱ
scant	skant	ㅎ	stint	stint	ㅅ
plant	plant	ㅅ	flint	flint	ㄱ
slant	slant	ㅎ	glint	glint	ㄱ
grant	grant	ㄱ	splint	splint	ㅅ
aunt	ant	ㅅ	print	print	ㅅ
daunt	dant	ㅅ	font	font	ㄱ
haunt	hant	ㅎ	hunt	hunt	ㅎ
jaunt	jant	ㅅ	wont	wunt	ㅅ
flaunt	flant	ㄱ	stunt	stunt	ㅅ
bent	bent	ㅅ	blunt	blunt	ㅅ
lent	lent	ㄱ	brunt	brunt	ㅅ
meant	ment	ㅅ	front	frunt	ㅅ
pent	pent	ㅅ	grunt	grunt	ㅎ
rent	rent	ㅅ	joint	joint	ㅅ
cent	sent	ㄱ	point	point	ㅅ
tent	tent	ㅅ	count	kount	ㅅ
vent	vent	ㄱ	fount	fount	ㄱ
blent	blent	ㅅ	mount	mount	ㅅ

THE HALVING PRINCIPLE

and	and	...	kind	kind	↗
band	band	↘	mind	mind	↗↘
hand	hand	↘	rind	rind	↗
sand	sand	↘	wind	wind	↗↘
stand	stand	↗	blind	blind	↘↗
bland	bland	↘	grind	grind	↗↘
gland	gland	↗	bond	bond	↘↗
brand	brand	↘	fond	fond	↗
grand	grand	↗	pond	pond	↘
strand	strand	↗	wand	wond	↘
fiend	fend	↗	blonde	blond	↘
end	end	↘	frond	frond	↗↘
bend	bend	↘	fund	fund	↗
lend	lend	↗	bound	bound	↘↗
mend	mend	↗	found	found	↗
rend	rend	↗	hound	hound	↗↘
tend	tend	↘	mound	mound	↗↘
wend	wend	↗	pound	pound	↘↗
spend	spend	↘	round	round	↗↘
blend	blend	↘	sound	sound	↘↗
friend	frend	↘	wound	wound	↗↘
trend	trend	↘	drowned	dround	↗↘
bind	bind	↘↗	crowned	kround	↗↘
find	find	↗	ground	ground	↗↘

THE HALVING PRINCIPLE

heart	hart	ه	bard	bard	ب
mart	mart	م	hard	hard	ه
part	part	پ	card	kard	ک
tart	tart	ت	lard	lard	ل
chart	chart	چ	nard	nard	ن
smart	smart	س	paard	pard	پ
start	start	س	sard	sard	س
sort	sart	س	chard	chard	چ
sorts	sorts	س	cord	kard	ک
snort	snart	س	chord	kard	ک
quart	kwart	ک	beard	berd	ب
thwart	thwart	ت	bird	berd	ب
dirt	dert	د	gird	gerd	گ
girt	gert	گ	herd	herd	ه
hurt	hert	ه	heard	herd	ه
shirt	shert	ش	curd	kerd	ک
skirt	skert	س	surd	serd	س
blurt	blert	ب	sherd	sherd	ش
spurt	spert	س	board	bord	ب
squirt	skwert	س	ford	ford	ف
fort	fort	ف	gourd	gord	گ
court	kort	ک	hoard	hord	ه
port	port	پ	horde	hord	ه
sport	sport	س	sword	sord	س

HALF-LENGTH CONSONANT GRAMMALOGUES

1. Written above the Line

God	—	don't	—	want	—
God's	—	do not	—	light	—
not	—	had not	—	after	—
art	—	cannot	—	quite	—
met	—	thought	—	short	—
hand	—	according	—	guard	—
that	—	according to	—	child	—
sent	—	gentleman	—	tried	—
cart	—	happened	—	might	—
yard	—	particular	—	called	—

2. Written on the Line

yet	✓	meet, meeting	✓	trade	✓
let	✓	amount	✓	toward	✓
did	✓	may not	✓	did not	✓
cold	✓	wait, weight	✓	told	✓
gold	✓	able to	✓	till it	✓
third	✓	build, building	✓	under	✓
word	✓	went, won't	✓	could	—
send	✓	account	✓	nature	✓
great	✓	equalled	✓	spirit	✓
good	✓	somewhat	✓	cared	✓
goods	✓	gentlemen	✓	secret	✓
if it	✓	opportunity	✓	without	✓

THE DOUBLE-LENGTH PRINCIPLE.

Curved consonants are made twice their usual length to indicate the addition of *tr*, *dr* or *thr*; letter, order, father.

Straight consonants hooked finally or which follow another stroke, add only *tr* or *dr* when made double-length; painter, rector, wonder, nectar.

In a few common words a letter may be doubled for the addition of *ture*; feature, future, signature, picture.

The double-length principle does not apply to initial straight strokes, unless they end with a hook or the circle *ns*; as, batter, dodder, platter, crater, glider, bather, which require the hook *tr*, *dr* or *thr*, and not the doubling of the initial consonant.

When the double-length principle is used for the present tense of a verb, the past tense should be written according to the halving principle; tender, tendered; pamper, pampered.

The double consonant *mp* or *mb* is doubled for *mpr*, *mbr*; jumper, chamber. *Ng* is doubled for *ngkr* or *nggr*; shrinker, longer.

The hooked consonants *mpr*, *mbr*, *ngkr*, *nggr* are generally used for verbs, because they are easily halved for the past tense; canker, cankered.

When the double-length is used for the verb, the half-length is used for the past tense; slander, slandered.

The final consonants *tr*, *dr* and *thr*, are not doubled when followed by a vowel; wintry, sundry, feathery.

THE DOUBLE-LENGTH PRINCIPLE

mother

father

sister

winter

oyster

centre

yonder

letter

porter

hunter

rafter

enters

jumper

future

lender

voters

damper

tartar

meters

timber

longer

cinder

tamper

slater

psalter

further

builders

grunters

flatters

boarders

shutters

founders

thunders

features

laughter

shrinker

hamper

hampered

lumber

lumbered

canker

cankered

finger

fingered

tampered

wintered

flattery

psaltery

VOCALIZATION OF PL AND PR.

When it is necessary to denote a vowel sound between two consonants of the Pl or Pr series, a small circle is placed before or above the consonant stroke to represent a long dot vowel, and after or under the consonant stroke for a short dot vowel.

When it is not convenient to observe this rule, the circle may be written on either side of the stroke for either a long or short vowel; regard, engineer.

A stroke vowel or diphthong is struck through the consonant sign; school, tincture. Single stroke words thus vocalized are halved for either *t* or *d*; court, gird.

The first place dash vowels and diphthongs are written at the beginning of the consonant stroke. Third place dash vowels and diphthongs may be written at the end of the primary letter.

It is seldom necessary to vocalize the *pl* and *pr* series for an unaccented vowel; but when the vowel is accented the consonant may be vocalized.

SENTENCES.

The kind German nurse took care of the little blind girl on the journey to Northwood. The child was glad to see her father and mother. When her brother Norman came home from school he led her into the garden and helped her to pick some Narcissus blossoms. She was charmed with their sweet odor. Before it was dark, a sharp northeasterly wind began to blow, and the children went back to the house for shelter.

VOCALIZATION OF PL AND PR

carte	kart	°		curl	kerl	+	°
charm	charm	2°		furl	ferl		°
dark	dark	1°		curse	kers	+	°
guard	gard	°		verse	vers		°
gnarl	narl	°		curve	kerv	+	
shark	shark	2°		curt	kert	+	
sharp	sharp	2°		church	cherch		°
chair	char	°	°	churl	cherl		°
their	thar	°	°	forgē	farj		°
cheer	cher	°	2°	coarse	kors		+
dirk	derk	1°		course	kors		+
girl	gerl	°		bold	bold	°	°
germ	jerm	2°		cold	kold	+	°
jerk	jerk	1°		gold	gold	+	°
shirk	sherk	2°		told	told	+	°
pearl	perl	°		court	kort	+	
sperm	sperm	°		record	rekord		°
term	term	1°		regard	regard		°
verb	verb	°		vencer	vener		°
verse	vers	°		fixture	fikstur		°
school	skol	+		torture	tortur		°
George	Jarj			culture	kultur		°
north	narth			figures	figurz		°
child	child			nurture	nertur		°

W AND Y DIPHTHONGS.

W or Y followed by any simple vowel forms a diphthong, which is represented by a small semicircle written in the same position as the simple vowel. The right and left halves of the circle are used for the *w* diphthongs; the upper and lower halves stand for the *y* diphthongs. The semi-circles may be made heavy or light according as the vowel is long or short, although in practice it is seldom necessary to make this distinction.

The right semicircle, representing *waw* or *wo*, may be prefixed to a stroke consonant when it is convenient; as in water, watcher, washer.

The left semicircle is prefixed to downward *l*, and the right semicircle to *k*, *g*, *m*, *mp*, to represent *w* only; William, Wilson; wake, wig, woman, wampum.

The *w* sign is always read first, therefore when a vowel precedes *w* the stroke *w* must be written, and not the *w* diphthong sign; awake, award, aware.

SENTENCES.

William Zwingle is the youngest boy in the class in the Ward School, yet he won the yearly premium for best woodwork.

As Zachariah Young went to gather seaweed, he met twelve Zouaves a few yards beyond the railway station.

The farmer sold twenty pounds of lamb's wool to a youth for two new folio volumes of pictures.

W AND Y DIPHTHONGS

HEAVY SIGNS

W with Long Vowels

wah ʷ waw

weh ʷ woh

wee ʷ woo

Long Vowels

ah ʰ aw

eh ʰ oh

ee ʰ oo

Y with Long Vowels

yah ʸ yaw

yeh ʸ yoh

yee ʸ yoo

LIGHT SIGNS

W with Short Vowels

wa ʷ wo

we ʷ wu

wi ʷ woo

Short Vowels

a ʰ o

e ʰ u

i ʰ oo

Y with Short Vowels

ya ʸ yo

ye ʸ yu

yi ʸ yoo

EXAMPLES

wake wak ʰ

wag wag ʰ

wax waks ʰ

walk wak ʰ

week wek ʰ

wig wig ʰ

war war ʰ

ward ward ʰ

warm warm ʰ

warn warn ʰ

warp warp ʰ

woke wok ʰ

work werk ʰ

worm werm ʰ

'twas 'twoz ʰ

wordy werde ʰ

thwack thwak ʰ

twinge twinj ʰ

woman wuman ʰ

zouave zwav ʰ

twenty twenti ʰ

alien alyen ʰ

folio folyo ʰ

yearly yerle ʰ

ITH AND THEE WORDS

To be written in Shorthand

Initial Ith or *th* soft

thank	thieve	thin	thought	thwack
thatch	theft	think	thud	thwart
thaw	thick	thing	thug	thesis
thief	thigh	thong	thumb	theses
theme	thill	thorn	thump	thistle

Final Ith or *th* soft

faith	teeth	length	width	cloth
wraith	sheath	earth	fifth	broth
eighth	wreath	dearth	filth	froth
hath	death	berth	tilth	troth
hearth	saith	birth	plinth	ruth
wroth	breath	girth	sixth	booth
swath	health	mirth	oath	tooth
north	wealth	worth	both	truth
swarth	breadth	ninth	loath	youth
warinth	stealth	kith	sloth	sleuth
bath	tenth	myth	quoth	cloth
lath	seventh	pith	growth	month
path	depth	frith	forth	mouth
wrath	twelfth	smith	fourth	south
heath	strength	withe	moth	drouth

Initial Thee or *th* hard

they	the	then	thine	those
than	thee	thence	this	thus
that	them	thy	though	thou

Final Thee or *th* hard

bathe	swathe	teethe	scythe	clothe
lathe	sheathe	lithe	writhe	soothe
scathe	breathe	tithe	with	smoothe
spathe	wreathe	blithe	loathe	mouth

Ther (th soft)

third	thread	thrift	throb	thrust
thirst	threat	throe	throng	anther
thirty	thresh	throw	threw	author
thrash	thrice	throne	through	ether
thrall	thrive	throat	thrum	heather
three	thrill	throve	thrush	panther

Ther (th hard)

their	bather	farther	leather	weather
there	bother	gather	other	wither
theirs	brother	hither	rather	whether
thereby	either	lather	tither	whither

SENTENCE FOR SHORTHAND

They thought that the thieves then thrust those thirty-three thistles through the thin thatch thereby to thwart the throng.

DISSYLLABIC DIPHTHONGS.

Diphthong, according to the dictionaries, signifies the union of two vowel sounds in one syllable, as *ou* in out. Diphthongs are called proper, if both vowels are sounded; improper, when only one is vocalized.

In Shorthand the word is used somewhat differently. The silent letter of an improper diphthong is disregarded, and the remaining vowel is treated as a simple vowel: thus, only *o* of the *oa* in boat is recognized and represented by an appropriate sign.

The name, diphthong, is reserved to distinguish the four double vowel sounds, *i*, *ow*, *oi*, and *u* (*i* and *u* standing for *ei* and *iu* respectively.) These four diphthongs are called monosyllabic or one-syllabled diphthongs, because they are uttered in one syllable.

In some words, a long vowel is followed by a short vowel, which is sounded but not accented, as: *ea* in real; *oe* in poet; *ui* in fluid. Such vowel combinations are known in Shorthand as dissyllabic or two-syllabled diphthongs. They are represented by two small angles—one open above to the right, the other open downward to the left. These signs are written in the places of the heavy dot and dash vowels, and may be used for *any* long vowel, followed by *any* unaccented short vowel.

When the short vowel is accented, as in lion, piazza, poetic, dewy, the dissyllabic diphthong must not be used. A sign of the *yah* series may be employed, or the separate vowels must be written;—as in the examples given on the next page.

THE DISSYLLABIC DIPHTHONGS

The Six Long Vowels

ah |[•] eh |[•] ee |[•] aw |⁻ oh |⁻ oo |⁻

Dissyllabic Diphthongs

ah-i |[↗] eh-i |[↗] ee-i |[↗] aw-i |[↗] oh-i |[↗] oo-i |[↗]

EXAMPLES

(ah-i)	deity	(oo-i)	(yah)
solfais't	seer	fluid	lazier
solfain'g	real	jewel	pianos
(eh-i)	museum	cruel	reality
gayety	(aw-i)	gruel	meteor
laity	flaw'y	rum's	linear
clayey	draw'er	doing	period
mayor	(oh-i)	woo'er	(sep. vow.)
sayest	show'er	sho'er	drawee
payer	stoics	gluey	bower
clayish	poets	Lewis	poetic
payable	poetry	cruet	trial
(ee-i)	blower	druid	piety
theory	snowy	bluish	payee
ideals	mowers	truant	diadem

CONSONANT SUBSTITUTES

There are no substitutes for b, d, g, h, l, m, n, p, r.

(f)	(t)	(zh)
gh in laugh	d in forced	g in rouge
ph in sphere	th in thyme	s in treasure
(j)	phth in phthisie	si in fusion
g in gem	(v)	z in azure
ge in surgeon	f in of	zi in glazier
gi in region	ph in Stephen	(sh)
de in grandeur	(y)	ce in ocean
dg in edge	i in onion	che in luncheon
di in soldier	ia in valiant	ci in social
du in verdure	(z)	ci in gracious
ch in spinach	e in suffice	ci in ancient
(k)	s in is	ch in chaise
e in candy	x in Xerxes	chs in fuchsia
ch in chord	cz in czar	psh in pshaw
eu in biscuit	tz in tzar	s in sugar
gh in hough	(ng)	sch in schist
qu in conquer	n in ink	sci in conscious
que in oblique	n in conch	se in nauseous
cque in sacque	n in anger	si in pension
quet in bouquet	ngue in tongue	ss in issue
(s)	(ch)	ssi in passion
e in cent	te in righteous	ti in martial
se in scene	ti in fustian	ti in nation
sch in schism	tu in mixture	ti in cautious
ps in psalm	tch in match	xi in noxious

ABOUT SHORTHAND AND TYPEWRITING.

Write the following Proverbs and Quotations, carefully, accurately and in your very best style of shorthand; show them to your teacher and when correct, practice writing them often for speed.

PROVERBS AND QUOTATIONS.

Every good might be better;

Every better might be best.

Rome was not built in a day.

A bird in the hand is worth two in the bush.

THE GLADNESS OF NATURE.

There's a dance of leaves in that aspen bower;
There's a titter of winds in that beechen tree;
There's a smile on the fruit and a smile on the flower,
And a laugh from the brook that runs to the sea.

—Bryant.

SONGS OF FREEDOM.

Let music swell the breeze,

And ring from all the trees,

Sweet freedom's song;

Let mortal tongues awake,

Let all that breathe partake,

Let rocks their silence break—

The sound prolong.

—S. F. Smith.

Then conquer we must, when our cause it is just,
And this be our motto—"In God is our trust";
And the Star-spangled Banner in triumph shall wave,
O'er the land of the free, and the home of the brave.

—Francis Key.

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